

Curriculum Vitae

Name : Ms. Kunjamma Mathew Ph: +91 9810141166
Date of Birth : 02nd February 1965 Email: kunjamma.mathew@molethu.com
Name of Firm : M/s. Molethu PMC Pvt. Ltd.
Designation : Chief Executive
Years of Experience : 30 Years

30 years of rich experience in multiple industries such as Construction, IT, Real Estate, Retail & BPO, with companies such as IBM, Reliance Retail, Eros Group, Unitech and Bhagheeratha Engineering, in Project Management, Cost Management, Quantity Surveying, Manpower Management and Management of multiple agencies in complex work environments.

Qualification:

- MBA (Marketing) from FMS, Delhi;
- B.Tech (Civil Engg.) from Calicut University, Kerala

Key Skills

- Project Management - scope, time, cost, resource & risk management to ensure projects are completed.
- Cost Management – cost monitoring, cost optimization, cash flow forecast, contracts management, bill certification.
- Quantity Surveying & Estimation.
- Tender Evaluation & Negotiation.
- Contracts management for contractors, vendors & consultants including billing and settling extra items.
- Managing large teams and business partners in multiple locations.
- Managing international clients and vendors in different time zones.
- Creation & implementation of systems, processes & policies.
- Strategies for Real Estate acquisition, Facility Management for large organizations
- Conversant with planning software packages - Prima Vera, Prism, and MS Project etc.

Employment Record:

1. Molethu Project Management Consultants Pvt. Ltd.
CEO cum Director

Major Projects Undertaken

Sl.No	Projects	Client	Project Cost In Rs. (Million)	Scope of work
<u>Cost Management</u>				
1	Seven Star Hotel, Convention Centre & Office Complex at DIAL, 'Aerocity', Delhi	Heaven Star Hotels, Mumbai	28000	Cost Management Services

2	Sapphire, Commercial Building, Knowledge Park-5, Greater Noida	Earth Infrastructures Ltd.	1880	Cost Management - Civil, Interior & MEP Works.
3	Vistas- Residential Tower, Gurgaon	Unitech Ltd., Gurgaon	2000	Cost Management Services
4	Sun Breez - Residential Tower, Gurgaon	Unitech Ltd., Gurgaon	2600	Cost Management Services
5	Vista - Residential Tower	Unitech Ltd., Gurgaon	2000	Cost Management Services
6	Princely Estates – Multi-storey Group Housing Project - 27 towers, NOIDA	Amrapali Developers Ltd.	5000	Cost Management Services
7	Paradise Mall, Delhi	Architect Bureau, Vasant Vihar	300	Cost Management Services
8	Residential Tower 4A, 4B, 5A, 5B, SEZ, Noida	Unitech Ltd., Gurgaon	2400	Cost Management Services
9	Uni Homes, Bhopal, Residential Tower	Unitech Ltd., Gurgaon	2200	Cost Management Services
10	Uni World Resorts, Gurgaon	Unitech Ltd., Gurgaon	1000	Cost Management Services
11	Nallambakkam Resorts, Chennai	Unitech Ltd., Gurgaon	1000	Cost Management Services
12	Project - Galaxy Royale, Noida	Prithveelink Buildwell Pvt. Ltd.	900	Cost Management Services
13	NIIT University- Phase-I, Rajasthan	NIIT University, Rajasthan	400	Technical Audit - Civil, Interior & MEP Works.
14	Hotel Claridges, Surajkund – Ph I	Hotel Claridges	400	Technical Audit - Civil, interior & MEP services.
15	Factory Building, ACCIL Steels Ltd., Daruhara.	ACCIL Steels Ltd.	150	Technical Audit - Civil & Interior works.
16	Dr. Burman's Farmhouse, Brijwasan.	Dabur	120	Technical Audit – Civil & Interior & MEP works.
17	Hotel Claridges, Surajkund – Ph II	Hotel Claridges	180	Technical Audit – Civil & Interior & MEP works.
18	Mr. Nanda's Farmhouse & external Development, Sonali Farms, Gurgaon	Sonali Farms	120	Technical Audit - Civil, interior works.
19	BIDPL- Lumbini Terrace Homes, Sector-109, Gurgaon	Brisk Infrastructure & Developers	900	Technical Audit - Civil, interior works.
20	Sapphire Commercial Building, Knowledge Park-5, Greater Noida - G+ BMT+ 19 Floors	Earth Infrastructures Ltd.	1880	Technical Audit -Civil & Interior works.
21	M3M Golf Estate, Gurgaon	M/s. Lakshya		Technical Audit -Civil & Interior works.
22	Earth Iconic, Commercial Building, Gurgaon	Earth Infrastructures Ltd.	1120	Preparation of Bar Bending Schedule.

23	Dhirubhai Ambani International Convention Centre, Mumbai	Reliance Industries Ltd./ Larsen & Toubro Ltd.	10000	Preparation of Bar Bending Schedule.
24	Service/Maintenance & Training Facility For Defence Forces, Faridabad.	M/s. Daga Trading Co Pvt. Ltd.		Preparation of Bar Bending Schedule.
25	M3M Merlin - Multi-storey Group Housing Project,- 10 towers, Gurgaon	Larsen & Toubro Ltd.	4000	Preparation of Bar Bending Schedule for Billing works.
26	Group Housing Project Chintels Paradiso, Sector- 109, Gurgaon	Chintels India Limited	1421	Preparation of Bar Bending Schedule.
27	Earth Iconic, Commercial Building, Gurgaon	Earth Infrastructures Ltd.	1120	Preparation of Bar Bending Schedule.
28	DLF Capital Green - Multi-storey Group Housing Project – 23 towers, Moti Nagar	Larsen & Toubro Ltd.	10000	Preparation of Bar Bending Schedule for Billing works.

PMC

1	Hotel Leela Kempinski, Chanakyapuri	Hotel Leela Kempinski, New Delhi	100	PMC - Civil, Interior & MEP Works.
2	Software Development Centre, NIIT, Infocity, Gurgaon	NIIT, Gurgaon	320	PMC - Civil, Interior & MEP Works.
3	Corporate Office Building, Muthoot Finance Ltd.	Muthoot Finance Ltd.	200	PMC - Civil, Interior & MEP Works.
4	Construction of Dwarika City Centre Shopping Mall Cum Multiplex, Muzaffarpur, Bihar	ReIndia Property Management Pvt. Ltd.	400	PMC - Civil, Interior & MEP Works.
5	IT Space including 2 BMT + GF+ 6 floors. Plot no. 100, Ph. I, Gurgaon	Unitech Ltd., Gurgaon	120	PMC - Civil, Interior & MEP Works.
6	Dismantling and reconstruction of Retaining / Boundary Wall (East Side) and relocation of MEP services	Hotel Claridges	30	PMC - Civil, Interior & MEP Works.
7	St. George's International School, Delhi	St. George International School, Delhi	250	PMC - Civil, Interior & MEP Works.
8	Heritage I, Gurgaon : 3 Towers– GF+ 2BMT+ 25 FL, GF+2BMT+23FL, G+2BMT+21 FL	Conscient Infrastructure Pvt. Ltd.	1600	PMC - Civil, Interior & MEP Works.
9	Residential project – GF+ BMT+ 3 floors, Espace, Nirvana Country, Gurgaon	Mr. Vinod Narayan	30	PMC - Civil, Interior & MEP Works.

10	Civil, Electrical, Sanitary & Water Supply works of Factory Building, Service Building, Sub-station Building, Boiler Room, Guard Shed and Other External Services works.	Asian Consumer Care Pvt. Ltd., Dhaka	300	PMC - Civil, Interior & MEP Works.
11	Grewal Farmhouse, Chhattarpur, New Delhi	Mr Sanjay Grewal	90	PMC - Civil, Interior & MEP Works.
12	Sunshine Wellness Center, 100 Bedded Drug Rehabilitation and Detoxification center, Vasai, Mumbai	Dr. Goel	30	PMC - Civil, Interior & MEP Works.
13	Criticare 100 Bed Hospital at Juhu, Andheri, Mumbai	Dr. Deepak Namjoshi	120	PMC - Civil, Interior & MEP Works.
14	Residential Project - Rudra Prestige, Varanasi, Uttar Pradesh.	Rudra Real Estate Ltd., New Delhi	120	PMC - Civil, Interior & MEP Works.
15	Construction of Centre of Excellence for ICAI Phase- I at Jaipur, Rajasthan.	ICAI, New Delhi	1250	PMC - Civil, Interior & MEP Works.
16	Construction of Multi-storey Group Housing Project, Siliguri, West Bengal	Re India Property Management Pvt. Ltd.	400	PMC - Civil, Interior & MEP Works.
17	Residential Project - Rudra Samridhi, Varanasi, Uttar Pradesh.	Rudra Nirman Pvt. Ltd., New Delhi	120	PMC - Civil, Interior & MEP Works.
18	Rudra Buddha Enclave, Residential Project at Varanasi- Tower A - B+Stilt+14 Floors and Tower B - Stilt+7 Floors	Rudra Real Estate Pvt. Ltd.	450	PMC - Civil, Interior & MEP Works.
19	Rudra Aishwaryam, Residential Project at Varanasi- B+Stilt+13 Floors	Rudra Realtech Pvt. Ltd.	250	PMC - Civil, Interior & MEP Works.
20	Construction of Commercial office, Faridabad(GF + BMT + 4 FL RCC Structure & Finishing Works)	Presto Stantest Pvt. Ltd.	60	PMC - Civil, Interior & MEP Works.
21	Construction of Multi-storey Group Housing Project, Siliguri, West Bengal.	Re India Property Management Pvt. Ltd.	400	PMC - Civil, Interior & MEP Works.
22	Chhabra Residence, 19 Pamposh Enclave, New Delhi.	Sunbeam Enterprises	52.5	PMC - Civil, Interior & MEP Works.
23	Mr. Anand Mehta's Residence, C-36, Anand Niketan, New Delhi.	Mr. Anand Mehta	48	PMC - Civil, Interior & MEP Works.
24	Mr. Madhusudhan Rao's Residence, Gurgaon.	Mr. Madhusudan Rao(Chairman-Lanco Infratech)		PMC - Civil, Interior & MEP Works.
25	Interiors for Three Cafeterias and an Office, Lohia Group, Muradabad.	Design Co		PMC - Civil, Interior & MEP Works.

2. IBM Daksh Business Process Pvt. Ltd
General Manager – Real Estate & Site Operations

Heading the Real Estate & Site Operations, reporting to CFO, responsible for Real Estate Strategies, Solutions, Project Management and Delivery of large office spaces & strategic leadership for facilities management for 35,000 employees across 17 locations (2 million sq. ft office space) across India. This includes new site selection, negotiation with landlords, approvals from different authorities, project execution, project planning & monitoring, communication to stakeholders, cost management & optimization, quantity surveying & estimation, creation of systems & processes, compliance to Business Controls, vendor selection, contracts management etc.

3. RELIANCE RETAIL
General Manager (Project Planning & Control)

Heading the Corporate Project Planning Team, EPC (Engineering, Procurement & Construction), reporting to Executive Vice President, responsible for the planning, monitoring, coordination for Reliance Fresh, Fresh Plus, Hypermarket, Supermarket, CDIT stores etc. This included formulation & implementation of systems and processes for the newly formed Retail Division of Reliance. Managed a large team of planning engineers in the Headquarters and states.

4. EROS GROUP, New Delhi
General Manager (Planning)

Heading the Project Planning team, reporting to President and Managing Director, was responsible for planning, monitoring and coordination of Real Estate activities of the group - Luxury villas, Shopping malls, Hotels, Schools, Multi-storey group-housing projects with all modern facilities. The objective of this role was to ensure that resources/ approvals/ clearances from government agencies are available and projects are completed on time within the defined quality parameters. Manpower planning, cost management, sourcing, selection and recruitment for the projects were also responsibilities.

5. NIIT LTD, New Delhi
Project Manager – Development

As a Project Manager, managed software development projects as per timelines, within quality parameters & budgeted cost and front-ended client interactions. Was responsible for project profitability, billing, quantity surveying & estimation, financial forecasts, team management and management of vendors & subject matter experts from US, UK, India, Argentina, Canada, Australia, Germany, Portugal etc. As Manager - Quality Assurance, managed the QA activities for the division. As Outsourcing Manager, managed software development through business partners at different locations in India.

6. UNITECH LTD, Gurgaon
Senior Project Manager - Planning and Monitoring

As head of Project Planning and Monitoring department, was responsible for planning, monitoring & cost control activities of projects in India and abroad such as Sewage treatment plants, Thermal power stations, National highways, Office buildings, Factory buildings, Schools, etc. Was responsible for preparation of budgets and profit & loss projections, managing clients, consultants, subcontractors and vendors, conducting technical audits, quantity surveying & estimation, allocating resources to projects, and conducting training sessions for management trainees and site engineers. Construction of Radisson Hotel, New Delhi requires special mention.

7. BHAGHEERATHA ENGINEERING LTD, New Delhi
Technical Officer

Handled project estimation, tendering, business development activities and planning activities for projects such as dams, railway lines, tunnels, roads etc. Responsibilities included Preparation of master schedules, annual production and expenditure budgets, cash flow forecasts, quantity surveying & estimation, MIS reports, pre-qualification documents and tender estimation for both domestic and international projects.