



RISA MANNA

ASSISTANT MANAGER

CONTACT

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SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Flexibility

LANGUAGES

- Bengali (Fluent)
- English (Fluent)
- Hindi (Fluent)

TECHNICAL SKILLS

- Primavera P6
- Microsoft Project
- Microsoft Office

HOBBY

- Reading
- Writing
- Recitation



PROFILE

Experienced and highly accomplished professional in road construction and asset management with a strong background in executing complex projects. Adept at optimizing construction methodologies to enhance efficiency, ensure quality compliance and deliver sustainable infrastructure solutions.



WORK EXPERIENCE

Athaang Infrastructure Private Limited

Assistant Manager-Technical

2023 - PRESENT

- Responsible for overseeing all technical aspects of project execution, including scope management, stakeholder coordination, and site supervision to ensure compliance with project objectives.
- Supervise Quality Assurance and Quality Control (QA/QC) procedures, ensuring strict adherence to contractual specifications, industry standards, and regulatory frameworks.
- Prepare and review Requests for Proposals (RFPs) and Bills of Materials (BOMs), and conduct comprehensive cost analyses to support strategic budgeting and procurement decisions.

Naveen Merico Engg. Co Private Limited

Project Lead

2018 - 2021

- Overseeing on-site execution and directing a workforce of over 250 personnel to ensure compliance with project timelines, budgetary constraints and quality standards.
- Maintained effective client engagement through structured communication and prompt issue resolution, ensuring consistent alignment with contractual obligations and client objectives.
- Managed end-to-end project planning and execution, closely monitoring milestones and implementing strategic interventions to ensure project continuity, performance, and integrity.



EDUCATION

Advanced Diploma

Alternative Dispute Resolution | NALSAR

2023 - 2024

Percentage: 61.5 / 100

Post Graduation Program

Advanced Construction Management | NICMAR

2021-2023

CPI: 8.27 / 10.0

Bachelor of Technology

Civil Engineering | MAKAUT

2014-2018

Percentage: 69.20 / 100