



From:	John Touma M: 0490 011 128 E: jt.2020projects@gmail.com	2020 Projects Pty Ltd
Date:	Mon 22 Feb 2016	2 Pages
Project:	Varun Chandra – Qualified Supervisor Certificate	
Subject:	Experience & Capabilities	

REFERENCE

To whom it may concern

The following reference is regarding works Varun Chandra did on behalf of 2020 Projects.

Varun's roles with 2020 Projects included site foreman, labour sourcing, quality assurance, project management, material sourcing, scheduling, reporting, WHS reports, client liaison, budgeting, tendering and quoting.

ROLE SPECIFICS

- Assessing budgeting constantly throughout the project, and making decisions based on the assessment.
- Write plans and description of work being completed, including in discussions the clients, and allowing for multiple editions until an agreement is reached.
- Create a schedule based on budget, timeline, site specific requirement, labour availability, material availability and accessibility.
- Use Gantt charts and project management software to organise work through contingency plans to ensure project completion.
- Reporting of the works being done to senior management or client, in the form of progress logs, quality assurance, amendments and feedback to ensure accountability and feasibility of project.
- Ensure each stage of works complies with building code and practices
- Hiring all trades for site, including vetting for capabilities and reputation.
- Maintain a consistent relationship with the representatives and ensure our services are meeting their needs.
- Quote the work prior to submitting the tender. This includes an extensive cost and risk assessment and determining whether the project was within capabilities
- Convey construction plans to trades and ensure trades understand what needs to be done.

- Tackling unforeseen obstacles by conceptualising and implementing solutions to meet project deadlines.
- Quality assurance of the work being done during and at completion of a project.
- Understanding the process involved in the work being done, so as to ensure correct implementation, as specified by plans.
- Dispute resolution between all stakeholders with confidence and without interference to work schedule, allowing a mutually beneficial conclusion to be reached.
- Evaluate the resources required and attain them in a cost effective manner
- Accesses WHS requirement and write all SWMN, JSA & ARCP reports.
- Supervise and ensure the WHS requirement are being followed.
- Hold regular meetings for toolbox talk that adapt to the dynamic nature of a job site.

PROJECTS COMPLETED

- **2012 SITE MANAGER (2 months):** Public School Maintenance – CAMPBELLTOWN
- **2013 SITE MANAGER (4 months):** Department of Health NSW Maintenance – LITTLE BAY
- **2014 SITE MANAGER (4 months):** High Rise External Remediation – WATERLOO
- **2014 SITE MANAGER (4 months):** Public School Maintenance – EDENSOR PARK
- **2015 FOREMAN/SITE MANAGER (8 months):** Land & Housing Corporation Bathroom Upgrade (over 100 sites): SYDNEY, GOSFORD, DUBBO, MACKSVILLE
- **2015 PROJECT/SITE MANAGER (4 months):** Land & Housing Corporation Maintenance Program (over 100 sites) – COFFS HARBOUR, QUEANBEYAN, WOLLONGONG

If you require any further information, please do not hesitate to contact either of the undersigned.

Kind Regards



John Touma
Project Manager
2020 Projects Pty Ltd



Joe Touma
Director
2020 Projects Pty Ltd