ZENI-I-TH

Design I Document I Build I Partner I Train

5/09/2025

Varun Sharma

Delhi.

Dear Varun,

Zeni-it-th is a leading firm based in Delhi NCR that focuses on connecting people and technology. Specializing in the AEC (Architecture, Engineering, and Construction) industry, Zeni-it-th provides BIM collaborations, recruitment, and secondment services with a strong presence in the Middle East market. With a large database of experienced AEC candidates and extensive global connections, we deliver tailored solutions to meet our clients' needs.

We are pleased to offer you the position of **Project Manager- BIM** at Zeni-it-th. After careful consideration of your qualifications and experience, we are confident that you will make a significant contribution to our team.

Position: Project Manager- BIM

Location: Noida

Start Date: 15/09/2025

Salary and Benefits:

Your monthly salary will be 1,25,000 INR for full day, payable in accordance with the company's standard payroll schedule.

Roles and Responsibilities:

As **Project Manager- BIM** at Zeni-it-th, you will be responsible for the successful planning, execution, monitoring, and completion of assigned projects. Your primary duties and responsibilities shall include, but not be limited to, the following:

- **Project Planning & Initiation:**
  Develop project plans, define scope, set timelines, and allocate resources in alignment with company objectives.
- **Execution & Delivery:**
  Oversee day-to-day project execution to ensure timely delivery within scope, budget, and quality standards.
- **Team Management:**
  Lead, guide, and coordinate cross-functional project teams; assign responsibilities and monitor team performance.
- **Client & Stakeholder Communication:**
  Serve as the key point of contact for clients and stakeholders; ensure clear and timely communication throughout the project lifecycle.
- **Quality Assurance:**
  Ensure that all project deliverables meet the required quality standards and regulatory compliance.
- **Risk Management:**
  Identify potential project risks early and implement mitigation strategies to avoid delays or cost overruns.
- **Monitoring & Reporting:**
  Track project progress using appropriate tools; prepare and present regular updates and reports to senior management and clients.
- **Problem-Solving & Decision Making:**
  Address project challenges and make informed decisions to keep the project on track.
- **Process Improvement:**
  Evaluate project execution and recommend improvements to enhance efficiency and future performance.

This role provides valuable experience in designing and project execution.

Terms and Conditions:

- You will be required to maintain confidentiality of all company information and data during and after your employment.
- It is a full-time position with a probation period of 3 months. Upon successful completion of the probation period, your employment will be confirmed.

Please sign and return a copy of this letter as a token of your acceptance of the offer.
We look forward to having you as part of our team and wish you success in your new role.

Sincerely,

Nikhil Badhoria
HR Manager, ZENI-IT-TH
+91-9211673415/ +91-8443262031| ZENI-IT-TH
3rd Floor, K S Corporate Tower, 24B, Film City,

Acknowledgment and Acceptance

I, Varun accept the position of Project Manager- BIM at Zeni-it-th under the terms and conditions stated in this appointment letter.

Signature: _____

Date: _____