

ROLL NUMBER: P24702047


Aditya Anil Tope
Male

DOB

08-Jun-2000

TECHNICAL SKILLS

- Ms-Office
- Ms-Project
- Primavera
- Candy

PERMANENT ADDRESS

Sahyadri Nagar Hudco Colony
 Lonavala
 City: Pune
 State: Maharashtra
 Pincode: 410401

LANGUAGE

- ENGLISH
- HINDI
- Marathi

INTERESTS

- Reading

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-REUIM	NICMAR University, Pune	NA	2026
Graduation	DR, DY PATIL SCHOOL OF ENGINEERING AMBI,PUNE	65.80	2023-Jul
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION,PUNE	57.23	2018-Feb
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION,PUNE	62.80	2016-Mar

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 29 Weeks)
GODREJ PROPERTIES

20-May-2023 - 13-Jul-2023

7 Weeks
PROFILE: OPERATIONS

- site execution *Daily lean board updates*Daily Nc clear *Daily Site Supervision*Progress Monitoring*Material Management

ADITYA SUNIL PALEKAR ENGINEERS AND CONTRACTORS

09-Aug-2023 - 09-Jan-2024

21 Weeks
PROFILE: PROJECT CO-ORDINATOR

- Assist the Project Manager in planning the project schedule.
- Track project milestones and deadlines.
- Coordinate between contractors, engineers, architects, and suppliers
- Ensure all teams understand the drawings and specifications.
- Check daily site progress.
- Identify delays and inform the project manager.
- 7. Maintain project documents such as:
 - * Drawings
 - * BOQ (Bill of Quantities)
 - * Daily Progress Reports (DPR)
 - * Site instructions
 - * Prepare daily/weekly progress reports.
- Ensure construction follows quality standards.
- Update the client about project progress.
 Prepare work schedules and timelines for activities.

CERTIFICATION DETAIL

- Using Google Forms to Analyze User Research Data
- Emotional intelligence and leadership
- Real estate financial modelling
- Real estate development: building Value in your community
- Indian Economy: Some Contemporary Perspectives