

ROLL NUMBER: P25700017**Swapnil Prashant Mane**

Male

DOB

11-Sep-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- IPMS (Integrated Project Management System)
- CostX
- Revit

PERMANENT ADDRESS

JIJAI NIWAS, ASHOKA SOCIETY
ROAD, KALEWADI PHATA,
THERGAON, PIMPRI CHINCHWAD
City: Pune
State: Maharashtra
Pincode: 411033

LANGUAGE

- English
- Hindi and Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	9.08	2027
Graduation	VISHWAKARMA INSTITUTE OF INFORMATION TECHNOLOGY, PUNE, MAHARASHTRA	79.6	2023-Jun
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	65.38	2019-Feb
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	94.4	2017-Mar

WORK EXPERIENCE (1 Year 10 Months)**Adani Road Transport Limited**

07-Aug-2023 - 30-Jun-2025

1 Years, 10 Months, 23 Days**PROFILE:** Assistant Manager- Planning & Coordination

- 1) Assisting the Planning & Coordination Manager in overseeing project scheduling, monitoring progress, and ensuring effective inter-departmental coordination for highway works.
- 2) Planning and monitoring work.
- 3) Preparing Daily Progress Reports (DPR) and Monthly Progress Reports (MPR)
- 4) Estimating quantities of project items and material requirements
- 5) Creating project status reports, presentations, strip charts, and pictorial charts
- 6) Reconciling DPRs with sub-contractor material issues
- 7) Comparing planned progress with actual achievements
- 8) Preparing execution and balance workflow status reports for structural and highway works
- 9) Updating project progress on MSP, IPMS, and ensuring Legatrix compliances

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 20 Weeks)**V.M. MATERE INFRASTRUCTURES (INDIA) PVT. LTD.**

01-Mar-2023 - 25-May-2023

12 Weeks**PROFILE:** Site Engineering Intern

Assisting in the supervision of daily site activities

Interpreting structural drawings and layouts

Monitoring material usage and maintaining stock records

Supporting basic quality checks for concrete and reinforcement

Helping with surveying tasks and level setting

Coordinating with contractors and labor teams

Observing safety practices and reporting issues

Documenting learnings and attending technical briefings

New Consolidated Construction Company Limited

04-May-2026 - 04-Jul-2026

8 Weeks**PROFILE:** Intern- Planning

1. Assisted in project planning and scheduling activities
2. Updated and monitored project schedules using Microsoft Project.
3. Prepared Daily and Weekly Progress Reports (DPR/WPR).
4. Tracked site progress against the baseline schedule and reported schedule deviations.
5. Coordinated with site engineers and contractors to collect progress data.
6. Monitored manpower, equipment, and material deployment for planned activities.
7. Updated S-curves, progress dashboards, and project planning reports.
8. Participated in project review meetings and documented action items.

CERTIFICATION DETAIL

- MS Project
- Autocad Civil