

ROLL NUMBER: P25700060**D Sree Balaji**

Male

DOB

29-Dec-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- STAAD PRO

PERMANENT ADDRESS7-32, SESACHALAPURAM (V),
MAPAKSHI PART

City: Chittoor

State: Andhra Pradesh

Pincode: 517002

LANGUAGE

- English
- Telugu
- Hindi
- Tamil

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	9.20	2027
Graduation	PERI INSTITUTE OF TECHNOLOGY CHENNAI/TAMIL NADU	80.7	2022-Jul
Intermediate	BOARD OF INTERMEDIATE EDUCATION CHITTOOR/ANDHRA PRADESH	94.9	2018-Mar
High School	BOARD OF SECONDARY EDUCATION CHITTOOR/ANDHRA PRADESH	95	2016-Mar

WORK EXPERIENCE (1 Year 0 Months)**MA CONSULTING SERVICES PVT. LTD**

01-Jun-2024 - 30-Jun-2025

1 Years, 0 Months, 29 Days**PROFILE:** Graduate Engineer Trainee**Project Management Experience**

- Contributed to project planning, execution, and performance monitoring across structural and finishing phases, ensuring alignment with scope, timeline, and quality objectives.
- Collaborated with contractors, consultants, vendors, and clients to facilitate seamless coordination and timely issue resolution.
- Performed quality assurance and compliance inspections in accordance with approved drawings, technical specifications, and IS standards.
- Managed and maintained comprehensive project documentation including Daily Progress Reports (DPRs), inspection checklists, and material tracking records.
- Supported cost control processes by preparing and validating measurement sheets for contractor billing and payment certification.
- Oversaw site safety compliance, identified potential risks, and reported non-conformities to ensure adherence to safety standards.
- Project scheduling, resource allocation, and stakeholder communication to support on-time project delivery.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 29 Weeks)**MA CONSULTING SERVICES PVT LTD.**

04-Jan-2024 - 31-May-2024

21 Weeks**PROFILE:** INTERN

- Assisted in monitoring site execution activities, ensuring compliance with drawings, specifications, and quality standards.
- Prepared Daily Progress Reports (DPR), maintained documentation, and supported client/contractor coordination.
- Supported quality checks and inspections for concrete, reinforcement, and finishing works.
- Observed and reported safety practices, ensuring adherence to site safety protocols.
- Assisted in quantity measurement, billing support, and verification of contractorsâ€™ submissions.

TRUBOARD PARTNERS

04-May-2026 - 30-Jun-2026

8 Weeks**PROFILE:** Asset Managment

- Supported sales monitoring activities by reviewing DTD reports, MIS, charts, DPD ageing, and NOC processes.

- Assisted in construction monitoring by tracking project progress and understanding execution milestones.
 - Conducted physical site progress verification to assess ongoing construction activities.
 - Gained exposure to technical and financial due diligence processes for real estate projects.
 - Verified work orders and contractor invoices to ensure documentation accuracy and compliance.
 - Assisted in escrow monitoring and fund tracking for project financial management.
-
- Collaborated with project teams to maintain project records and monitor project performance.

ACHIEVEMENT DETAIL

SR Towers

G+5 Commercial Building Project, Chittoor, Andhra Pradesh

Successfully planned, supervised, and completed the construction of a commercial building with modern elevation in 1.5 years. Managed the project from excavation to finishing, including RCC works, slab casting, masonry, and façade elevation, ensuring quality, safety, and budget compliance throughout.

Additional Achievement:

Awarded a merit scholarship during undergraduate studies, covering full tuition fees, based on academic excellence in intermediate examinations.