

ROLL NUMBER: P25700179**Spoorthi M**
Female**DOB**

28-Jul-2002

TECHNICAL SKILLS

- AutoCAD
- MS Project
- Primavera
- STAAD PRO 2D
- ERP Oracle
- cost-x

PERMANENT ADDRESS

#123 Kuttira, Near Govt Ladies
Hostel, Jambagaru
City: Shimoga
State: Karnataka
Pincode: 577401

LANGUAGE

- ENGLISH
- HINDI AND KANNADA

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.13	2027
Graduation	REVA UNIVERSITY, BENGALURU	76.2	2024-Nov
Intermediate	DEPARTMENT OF PRE-UNIVERSITY EDUCATION, KARNATAKA	61.83	2020-Mar
High School	KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD, KARNATAKA	76.48	2018-Apr

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 4 Weeks)**New Consolidated Construction CO. LTD.**

03-Jul-2023 - 03-Aug-2023

4 Weeks**PROFILE:** QA/QC and EHS**1. MIS & ERP Reporting**

Prepared and regularly updated Daily Progress Reports (DPRs) using ERP data to reflect actual plant performance. Maintained MIS dashboards covering production, dispatch, inventory, and overall plant performance, ensuring complete accuracy and alignment between plant records and ERP reports.

2. Purchase Orders & Material Procurement

Created and monitored Purchase Orders (POs) for raw materials, consumables & Spares. Coordinated closely with the procurement team and vendors to ensure timely material availability. Verified material requirements against production plans and existing inventory to avoid shortages or excess procurement.

3. Physical Quantity Measurement & Stock Reconciliation

Carried out physical quantity measurements for raw materials. Conducted regular physical stock checks and reconciled them with ERP records. Verified inward and outward material movements to identify and resolve discrepancies & requirements.

4. Inventory Monitoring & Material Transactions

Monitored inventory levels to maintain optimal stock and prevent overstocking or material shortages. Tracked all material transactions, including receipts, issues, and returns. Maintained material registers and ensured systematic and accurate record keeping.

5. Dispatch & Invoice Management

Maintained detailed dispatch records for concrete. Managed outward invoices for concrete dispatches and inward invoices for material receipts. Coordinated with the logistics team to ensure smooth and timely dispatch operations.

6. Plant Performance & Efficiency Monitoring

Monitored plant efficiency and throughput against planned production targets. Analyzed production losses, idle time, and operational bottlenecks. Supported continuous performance improvement initiatives through data analysis and reporting.

7. Financial & Cost Performance (EBITDA Support)

Assisted in tracking key cost components impacting EBITDA. Supported reconciliation of material consumption, wastage, and operational costs. Provided accurate data inputs for management reviews and financial analysis.

8. HSE & Safety Reporting

Supported HSE reporting, hazard identification, and safety observations at the plant. Assisted in

implementing new safety initiatives and tracking compliance. Maintained safety documentation.

9. Audits & Compliance

Actively participated in cross-functional audits related to inventory, safety, and ERP data. Maintained well-organized records to ensure continuous audit readiness.

ACHIEVEMENT DETAIL

- Designated as the PRESIDENT of student forum of Civil Engineering (2022 - 2024)
- Designated as the GENERAL SECRETARY of student council - REVA University (2023 - 2024)
- Honoured as the Best Outgoing student Female - 2024