

ROLL NUMBER: P25700238

Jash Pawar

Male

DOB

04-Nov-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Power BI
- SQL

PERMANENT ADDRESS

1301, JUIPTER BUILDING
 RAJHANS CAMPUS NEAR PAL
 RTO , SURAT CITY , SURAT ,
 GUJARAT - 395009
 City: Surat
 State: Gujarat
 Pincode: 395009

LANGUAGE

- English
- Hindi
- Gujarati
- Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.38	2027
Graduation	L.D COLLEGE OF ENGINEERING,AHMEDABAD,GUJARAT	75.7	2022-May
Intermediate	GUJARAT SECONDARY & HIGHER SECONDARY EDUCATION BOARD	70.3	2018-Mar
High School	GUJARAT SECONDARY & HIGHER SECONDARY EDUCATION BOARD	71.5	2016-Mar

WORK EXPERIENCE (2 Years 12 Months)
Siddhivinayak Infrastructure

01-Aug-2022 - 31-Jul-2024

1 Years, 11 Months, 30 Days
PROFILE: Billing Engineer

- Prepare and verify **subcontractor bills** based on work completion and ensure accuracy in quantities and rates as per contract agreements.
- Conduct **measurement and quantification** of executed work at site using approved drawings and technical specifications.
- Regularly **perform site visits** to monitor progress, verify completed work, and coordinate with site engineers for measurement records.
- Manage material **reconciliation** by comparing issued and utilized materials to minimize wastage and control project costs.
- Prepare client **bills and running account (RA)** bills in line with project milestones and submit for approval and payment certification.
- Maintain all billing-related **documentation, including measurement sheets, drawings, and contractor payment records**, for audit and reference.
- Perform **cost estimation** and rate analysis for new items and variations in scope to support tendering and project planning.
- Coordinate with **planning, procurement, and accounts departments** to ensure timely billing, payment tracking, and project cost control.
- Prepare and present **monthly progress reports** summarizing financial status, work completed, and pending quantities.
- Ensure compliance with **project specifications, contractual terms, and company policies** throughout the billing and documentation process.

Laxmi Infra Vision Private Limited

01-Aug-2024 - 31-Jul-2025

0 Years, 11 Months, 30 Days
PROFILE: Junior Engineer

- **Supervised and executed** irrigation and water infrastructure projects, ensuring quality construction and adherence to design specifications.
- **Monitored daily site activities**, managed manpower, and coordinated with contractors and senior engineers for smooth project execution.
- **Prepared and verified subcontractor bills** based on work progress and verified quantities as per approved measurement books.
- **Prepared Running Account (RA) Bills** for construction projects in line with work completion stages and client requirements.
- **Maintained Daily Progress Reports (DPRs)** and Measurement Books (MBs) to record project progress and quantity details accurately.

- **Managed material inventory** on-site, ensuring timely availability and optimal utilization of construction materials.
- **Conducted material reconciliation** between issued and utilized quantities to control wastage and monitor consumption effectively.
- **Assisted in tender preparation and filling**, including documentation, BOQ preparation, and submission on government tender portals.
- **Ensured compliance with safety standards**, project schedules, and technical specifications during site execution.
- **Coordinated with the planning, billing, and quality** teams to support smooth project progress and timely client billing.
- **To prepare the tender document and evaluate the tender**, we **secured** the irrigation project. (Tapi Irrigation Development Project).

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 12 Weeks)**DECENT ENGINEERING**

01-Jan-2022 - 01-Apr-2022

12 Weeks**PROFILE: SITE ENGINEER**

- Supervise D-Wall excavation, reinforcement, and concreting as per drawings and safety standards.
- Check alignment, depth, and quality of slurry, reinforcement, and concrete.
- Coordinate with contractors, consultants, and batching plants for smooth execution.
- Maintain DPRs, quality reports, and measurement records for billing.
- Ensure site safety, equipment maintenance, and environmental compliance.