

ROLL NUMBER: P25700288

Atul Arya

Male

DOB

23-Jun-2000

TECHNICAL SKILLS

- Advanced MS Excel
- Power BI
- MS Office Suite
- AutoCAD
- AutoCAD 3D
- MS Projects
- Primavera P6

PERMANENT ADDRESS

191, Sreerampur Road
 North, x000D_ Garia, South 24
 Parganas, West Bengal-700084
 City: South 24 Parganas
 State: West Bengal
 Pincode: 700084

LANGUAGE

- English
- Hindi & Bengali

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.84	2027
Graduation	HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA, WEST BENGAL	73.9	2023-Jun
Intermediate	CBSE, KOLKATA	63.67	2019-May
High School	CBSE, KOLKATA	77.9	2016-May

WORK EXPERIENCE (1 Year 7 Months)
Satish Aggarwal & Co.

17-Jul-2023 - 08-Feb-2025

1 Years, 6 Months, 22 Days
PROFILE: G.E.T followed by Billing Engineer

Project: **Corridor Efficiency Improvement** including removal of Black Spots in Lakhanpur-Samba section of **NH-44** from chainage km 16.300 to km 74.100 on **EPC mode in UT of Jammu & Kashmir** under **Bharatmala Pariyojna Phase-1**

Project Cost- **188 Cr + 10 % C.O.S.**

Preparing **Quantitative Survey** for imminent civil works.

Responsible for preparation of **Client & Sub-Contractor Monthly RA Bills**, ensuring accurate financial reporting.

Assisted senior management in preparation of **Project Budgeting**.

Ensured accurate **quantity take offs from drawings** and site measurements for **Change of Scope Proposals**.

Assisted senior management for preparation of Extension of Time (EOT) claims by analyzing delay impacts.

Reviewed contract clauses related to **EOT eligibility**.

Coordinated with consultants, and contractors.

Assisted in **procurement planning** by **estimating material requirements**.

Responsible for **Project monitoring**, review, management and coordination.

Managed and maintained project data on the **NHAI Data Lake**, including **RFIs**, billing documents, progress reports, and project videos.

Tracking, maintaining, reviewing and providing insights to Key-professionals about Daily, Physical, Financial & overall progress of the project.

Maintained organized records of **billing documents, contracts, and financial reports**.

Prepared Sub-Contractor wise **Material Reconciliation** Statement by comparing actual material consumption with estimated quantities.

Drafted, reviewed, and distributed correspondence, including emails, reports, project-related communications, ensuring timely and accurate information flow.

NIKHIL GROUP

12-Feb-2025 - 14-Mar-2025

0 Years, 1 Months, 2 Days
PROFILE: Billing Engineer-Q.S.

Project: Balance work of **Rehabilitation and Upgradation** of Indapur to Wadpale Section of **NH-17** in the state of Maharashtra (**EPC Mode**).

Total Project Cost: 457.90 Cr

Preparing **Quantitative Survey** for imminent civil works.

Responsible for preparation of **Client & Sub-Contractor Monthly RA Bills**

Ensured accurate **quantity take offs from drawings**.

Coordinated with consultants, and contractors for scheduling.

Assisted in **procurement planning** by **estimating material requirements**.

Responsible for Project monitoring, review, management and coordination.

Maintained organized records of billing documents, contracts, and financial reports.

Tracking, maintaining, reviewing and providing insights to Key-professionals about Daily, Physical, Financial & overall progress of the project.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 4 Weeks)**State Highway Authority of Jharkhand**

21-Jul-2022 - 20-Aug-2022

4 Weeks**PROFILE:** Industrial Trainee

Worked as Industrial Trainee under Project Manager, Project Implementation Unit, Dhanbad under Construction of New Alignment 4 Lane Highway from Gol Building to Kanko Chowk, Dhanbad. Undertook responsibilities including Quality Control Tests, Site Execution & Plant Production.

CERTIFICATION DETAIL

- Project Management with Primavera P6
- Power BI for Beginners: Interactive Dashboard Fundamentals
- PMI Essentials: Seven AI Project Patterns
- SAP PS (Project System)
- Geometric and Traffic Aspects of Highway
- Procore Certified: Project Manager (Core Tools)
- Complete Microsoft Advanced Excel