

ROLL NUMBER: P25700331



Prachi Bhoinalu
Female

DOB

15-Mar-2002

TECHNICAL SKILLS

- AutoCAD
- MS Office

PERMANENT ADDRESS

Sr. No. 13/4/5 Flat No. 25, Wing No. 3, Anandpark, Ektanagari, Anandnagar, Sinhgad Road, Pune 51
City: Pune
State: Maharashtra
Pincode: 411051

LANGUAGE

- Marathi
- English
- Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.27	2027
Graduation	R. M. D SINHGAD SCHOOL OF ENGINEERING, PUNE MAHARASHTRA	73.6	2024-Jun
Diploma	ZEAL POLYTECHNIC PUNE, MAHARASHTRA	85.84	2021-Aug
Intermediate	HIGHER SECONDARY EDUCATION, PUNE MAHARASHTRA	56	2019-May
High School	SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE MAHARASHTRA	84.8	2017-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 20 Weeks)

Son Waterproofing Co. LLP.

10-Jul-2024 - 30-Nov-2024

20 Weeks

PROFILE: Billing Assistance

- Assisted in preparation of client invoices and RA bills based on project progress.
- Verified billing records, site measurements, and BOQ quantities before invoice submission.
- Maintaining documentation related to project .
- Coordinated with site supervisors, site engineers, and project managers to collect work progress data for billing.
- Performed quantity take-offs and basic quantity estimation from drawings and site measurements.
- Assisted in preparation and verification of Bill of Quantities (BOQ).
- Supported the accounts department in invoice reconciliation, cost tracking, and financial reporting