

ROLL NUMBER: P25700430**Shreyas Pravin Sutar**
Male**DOB**

01-Dec-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera

PERMANENT ADDRESS

A2 103 Anand Savali Residency,
Near Sant Nirankari Chowk, Eastern
Express Highway, Thane West.
City: Thane
State: Maharashtra
Pincode: 400604

LANGUAGE

- English
- Marathi and Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.66	2027
Graduation	MGM COLLEGE OF ENGINEERING AND TECHNOLOGY, KAMOTHE, MAHARASHTRA	69.48	2022-Aug
Diploma	NANASAHEB MAHADIK POLYTECHNIC INSTITUTE, PETH, MAHARASHTRA	74.18	2019-Jun
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	78.6	2016-Mar

WORK EXPERIENCE (2 Years 5 Months)**Akash Impex Inc**

17-Nov-2022 - 07-May-2024

1 Years, 5 Months, 20 Days**PROFILE:** Project Supervisor

- Overseeing daily site activities and ensuring smooth execution of work.
- Managing and coordinating with contractors to ensure quality and timely work.
- Preparing and verifying contractor bills and project billing.
- Managing on-site labor teams and assigning daily tasks.
- Submitting daily progress reports to senior management.
- Coordinating with clients regarding work updates and site requirements.
- Handling inventory management and ensuring timely availability of materials.
- Monitoring and managing work fronts to avoid delays.
- Taking accurate measurements and conducting joint measurements with concerned parties.

Nina Percept Pvt. Ltd.

21-May-2024 - 30-Apr-2025

0 Years, 11 Months, 9 Days**PROFILE:** Project Engineer.

- Work Management: Taking regular updates from site supervisors, identifying and resolving work-related issues, and ensuring progress aligns with schedules.
- Labor Management: Supervising and coordinating labor resources efficiently across different work fronts.
- Workfront & Material Planning: Forecasting upcoming tasks and proactively arranging required materials to avoid delays.
- Client & Reporting Interface: Handling daily client communication, preparing reports, and updating seniors on progress and challenges.
- Billing & Documentation: Preparing monthly measurements and JMRs (Joint Measurement Records), drafting and processing amendments, and managing billing tasks.
- ERP Updates: Maintaining up-to-date records and reports on Strategic ERP for daily site activities, material usage, and work progress.