

ROLL NUMBER: P25700481


Vivek Ulhas Mate
Male

DOB

17-Jan-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office

PERMANENT ADDRESS

402,DATTA KRUPA NWAS
 APT.GOLEWADI BADLAPUR EAST.
 City: Thane
 State: Maharashtra
 Pincode: 421503

LANGUAGE

- English
- hindi
- marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.95	2027
Graduation	PILLAI HOC COLLEGE OF ENGINEERING AND TECHNOLOGY, RASAYANI	76.4	2023-May
Diploma	NAVSAHYADRI INSTITUTE OF TECHNOLOGY, PUNE	87.05	2020-Nov
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	63.69	2018-May
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	86.6	2016-Mar

WORK EXPERIENCE (1 Year 2 Months)
Bharat Petroleum Corporation Limited

28-Nov-2023 - 27-Nov-2024

0 Years, 11 Months, 30 Days
PROFILE: Apprentice

Job Description : Apprentice - Civil Engineering at BPCL, Mumbai Refinery
Key Responsibilities & Work Exposure :

- 1.Familiarized with Work Permit Systems and site safety protocols.
- 2.Assisted in maintenance and repairs in the admin area, including civil, plumbing, carpentry, painting, and electrical works.
- 3.Studied Purchase Orders (POs), General Conditions of Contract (GCC) for efficient execution of work.
- 4.Handled housing loan files, bill files, measurement books, and conducted material reconciliation checks.
- 5.Supported in preparing estimates for civil jobs including renovation and ARC (Annual Rate Contract) jobs.
- 6.Coordinated civil project activities like:
 - a] Butterfly Garden development
 - b] Renovation of office cabins, CPO conference room, AR/VR room, and washrooms.
- 7.Interfaced with vendors for project execution and coordination.
- 8.Prepared drawings and layout plans for admin-area jobs in AUTO CAD.
- 9.Involved in study and execution of RCC and architectural drawings for upgradation projects (east gate at BPCL MR).

CLR Facility Services Pvt. Ltd

01-Feb-2025 - 30-Apr-2025

0 Years, 2 Months, 29 Days
PROFILE: supervisor

Supervisor(Assistant):- Maintenance Planning Department at BPCL, Mumbai Refinery
Keys Responsibilities & Work Exposure:

1. Prepared detailed cost estimates for Proposed works (repair, maintenance, and new construction) with accuracy and budget compliance.
2. Assisted in drafting tender documents, including scope of work and technical specifications.
3. Supported preparation of evaluation criteria, reports, and other tender-related documents.
4. Evaluated technical qualifications of bidders to ensure compliance and capability.
5. Created and processed Purchase Requisitions (PR) in SAP for smooth procurement.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 16 Weeks)**Mahindra Susten's Centre of Excellence**

03-Jun-2022 - 26-Jul-2022

7 Weeks**PROFILE:** Trainee**Roles & Responsibilities:**

- 1] Assisted in the installation of Solar Photovoltaic (PV) systems under expert supervision.
- 2] Underwent practical training in solar panel mounting, wiring, and basic electrical connections.
- 3] Learned to interpret solar layout drawings and site installation diagrams.
- 4] Gained exposure to construction safety standards, use of PPE, and site protocols.
- 5] Supported tasks involving structure assembly, module cleaning, and cable management.
- 6] Participated in routine maintenance activities and system performance checks.
- 7] Developed hands-on skills with hand tools, testing equipment, and solar components.
- 8] Coordinated with team members on site planning, component handling, and time-bound execution.
- 9] Followed environmental and safety compliance as per Mahindra Susten's standards.

Embassy Development Limited

20-May-2026 - 20-Jul-2026

8 Weeks**PROFILE:** Intern-Budgeting and Quantity surveying**Job Responsibilities:-**

- 1] Quantity take-offs from architectural, structural, and infrastructure drawings.
- 2] Preparing BOQs for various project components.
- 3] Budget preparation and revisions based on updated drawings and design changes.
- 4] Cost estimation and rate analysis for different construction activities.
- 5] Quantity verification to ensure accuracy before budget finalization.
- 6] Drawing analysis to identify discrepancies that could affect quantities or project costs.
- 7] Preparing cost break-ups for different project elements.
- 8] Coordinating with the design and estimation teams to clarify drawings and incorporate revisions into the budget.

CERTIFICATION DETAIL

- AUTO CAD CIVIL
- Construction Equipment Maintenance & Safety
- Data Analysis
- Finance for Non-Financial Managers
- Ethics in Engineering Practice