

ROLL NUMBER: P25700500


Aruru Charan Sai
Male

DOB

31-Jul-2002

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- infor

PERMANENT ADDRESS

00,ARURU Village,Chitamuru
Mandal,Tirupati Dist.
City: Sri Balaji
State: Andhra Pradesh
Pincode: 524127

LANGUAGE

- ENGLISH
- TELUGU
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.74	2027
Graduation	SRI VENKATESWARA UNIVERSITY COLLEGE OF ENGINEERING-TIRUPATI/ANDHRA PRADESH	73.3	2024-May
Intermediate	BOARD OF INTERMEDIATE EDUCATION, ANDHRA PRADESH	96.2	2020-Jun
High School	BOARD OF SECONDARY EDUCATION, ANDHRA PRADESH	98	2018-Jun

WORK EXPERIENCE (1 Year 0 Months)
NAGARJUNA CONSTRUCTION COMPANY (NCC) Ltd.

15-May-2024 - 19-May-2025

1 Years, 0 Months, 4 Days
PROFILE: Quantity Surveyor-GET

QUANTITY SURVEYOR ENGINEER -GET

Project :In Navi Mumbai international Airport Project-Buildings, Fuel Farm & External Development.

Roles and Responsibilities Performed :

- **Quantity calculations** Performed accurate quantity calculations from Good for Construction (GFC) drawings to support project planning and cost estimation, Assisted on-site construction activities by **verifying quantities**, coordinating with engineers, and ensuring compliance with design specifications.
- Prepared **Running Account (RA) bills** by accurately,nearly **3 to 5 Crore monthly bills** documenting executed work quantities and project progress, **Coordinated with clients to verify RA bills**, ensuring transparency, accuracy, and timely approvals.
- Prepared and processed **sub-contractor bills(nearly 20 to 25 sub -contractors)**by accurately recording executed work quantities and contractual terms, **Verified sub-contractor bills** against site measurements and coordinated approvals to ensure timely payments.
- **NMR billing-** prepared **NMR bills of worth 80 laksh monthly** by documenting and quantifying extra/nonâ€schedule works executed at site.
- **Collected Daily Progress Reports (DPRs)** from site teams and consolidated data for project tracking, **Updated DPR records** to monitor work progress, ensuring accurate reporting and timely submission.
- **Coordinated with clients** to ensure project requirements, billing, and documentation were accurately communicated and approved, Interacted with construction clients to address queries, provide updates, and maintain strong **professional relationships**.
- **Verified subâ€contractor work** and billing against site measurements, minimizing disputes and ensuring timely, accurate payments.
- **Performed reconciliation** of concrete and steel quantities by comparing site consumption with theoretical estimates, ensuring accuracy in material tracking, Prepared detailed reconciliation statements to identify variances, optimize resource utilization, and support cost control measures.
- Performed precise quantity calculations for **interior civil works**, ensuring accurate material estimation and cost control, **Monitored execution of interior works** against design specifications, improving quality compliance and minimizing rework.
- Maintained and organized **project documentation**, ensuring accuracy and compliance with contractual and regulatory requirements, **Streamlined documentation** processes by updating records and reports, improving accessibility and supporting timely decisionâ€making.
- Prepared and submitted **Inspection Requests (IRs)** for executed works, ensuring compliance with quality standards and project specifications, Coordinated with clients and consultants for

- timely inspection approvals, reducing delays and maintaining smooth project progress.
- Performed detailed quantity calculations for ducts, trenches, and compound walls using GFC drawings, ensuring accurate material estimation and cost planning.
 - **Organized and coordinated site office meetings**, preparing detailed **Minutes of Meeting (MoM)** to document decisions and action items, Ensured timely circulation and follow-up of MoMs, improving accountability and streamlining **communication among project stakeholders**.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 12 Weeks)

GOVERNAMENT OF ANDHRA PRADESH

01-May-2023 - 31-May-2023

4 Weeks

PROFILE: STUDENT

Study of construction grama sachivalayam buildings.

1. **Studied architectural and structural drawings** to understand design intent, construction details, and quantity estimation methods, Applied drawing knowledge to **support site execution** and documentation, enhancing practical learning and technical accuracy.
2. **Documentation**-Prepared and maintained **Measurement Books** (Mê'Books) with accurate records of executed work quantities, supporting transparent billing and project audits.
3. **Monitored finishing works** such as plastering, painting, flooring, and fittings to ensure adherence to quality standards and design specifications.
4. **Data Entry** -Accurately entered and maintained project data in records and spreadsheets, ensuring consistency and error-free documentation.
5. **Coordinated with supervisors** to track daily labour activities, reducing idle time and improving overall project efficiency.

Deloitte Touche Tohmatsu India LLP

04-May-2026 - 03-Jul-2026

8 Weeks

PROFILE: Intern-Audit and Assurance

- **Audited RA bills** of Rainbow Hospital projects in Bangalore and Rajahmundry, ensuring accuracy in monthly client billing and compliance with contractual terms.
- **Conducted quality audits** on civil works to verify adherence to engineering standards and project specifications.
- **Performed safety audits** across hospital construction sites, identifying risks and recommending corrective measures to strengthen site safety.
- **Reviewed BOQ specifications** alongside procurement records and delivery challans, ensuring transparency and accountability in material management.
- **Prepared consolidated payment sheets** for SPR City project (Chennai), streamlining monthly payment tracking and reporting.
- **Executed techno-commercial audits** for SPR City, balancing technical compliance with financial accuracy in project execution.
- **Tracked monthly payments** for SPR City project, supporting effective cash-flow management and timely disbursements.
- **Verified procurement and delivery challans** against BOQ requirements to prevent discrepancies and strengthen audit reliability.
- **Collaborated with project teams** to ensure audit findings were addressed promptly, reducing delays and disputes.
- **Enhanced audit documentation** by maintaining master records and structured reports, improving accessibility for management reviews.

CERTIFICATION DETAIL

- NPTEL-Air Pollution and Control

- NPTEL-Ethics in Engineering
- NPTEL-Leadership and Team Effectiveness
- NPTEL-Soft Skills