

ROLL NUMBER: P25700556

Poojitha Sai Basati

Female

DOB

23-Oct-2003

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Project documentation
- Scheduling basics
- Report preparation

PERMANENT ADDRESS

1-48/2 Seetha Gardens,sanivarapu
 Peta 534003_x000D_ Eluru,Andhra
 Pradesh
 City: Eluru
 State: Andhra Pradesh
 Pincode: 534003

LANGUAGE

- Telugu
- English
- Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.34	2027
Graduation	R.V.R & J.C COLLEGE OF ENGINEERING , CHOWDAVARAM ANDHRA PRADESH	74.67	2024-Jun
Intermediate	BOARD OF INTERMEDIATE EDUCATION , ANDHRA PRADESH INDIA	89.9	2020-Jun
High School	BOARD OF SECONDARY EDUCATION ANDHRA PRADESH, INDIA	100	2018-Apr

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 25 Weeks)
SV ASSOCIATES PATTABHIPURAM, GUNTUR 522006

08-Jan-2024 - 01-May-2024

16 Weeks
PROFILE: PLANNING & DESIGNING

- Developed and updated **technical drawings, layouts, and project documentation** using AutoCAD”supporting evidence mapping for **delay/disruption events**.
- Ensured **accuracy and compliance** in design deliverables, aligned with internal review checklists - relevant for **claims documentation & forensic analysis**.
- Collaborated with architects, engineers, and stakeholders to resolve discrepancies and maintain coordinated project documentation - useful for **event chronology & delay responsibility mapping**.
- Assisted in **material selection, space planning, and design optimization**, providing exposure to cost elements useful in **quantum support tasks**.
- Managed documentation workflows, version control and design revisions, essential for reviewing daily logs, correspondence, and project records during claims.
- Used **MS Excel & PowerPoint** for data recording, summaries, and internal reporting”transferable to preparing **delay reports, contractual summaries, and analytical charts**.
- Supported process improvement initiatives, enhancing **workflow efficiency and stakeholder communication**, relevant for dispute resolution projects.

Godrej Properties Limited

15-May-2026 - 15-Jul-2026

8 Weeks
PROFILE: Operations - Intern

- Prepared **Weekly Progress Reports (WPRs)**, assisted in **Project Scheduling**, tracked Milestones, and monitored progress using **MS Project (MSP) and ASTA Powerproject**.
- Monitored **structural and block work activities**, ensuring quality execution and effective **site coordination**.
- Prepared **Quantity Estimates, BOQs, Finishing Quantities, and SAP Work Orders**.
- Assisted in **Tendering, Vendor Evaluation, Comparative Statement preparation, and Procurement** activities.
- Participated in **Quality & Safety Audits**, with exposure to **Concrete Testing and Non-Destructive Testing (NDT)** methods.
- Gained exposure to **MEP Coordination** and the integration of **Building Services** with civil works.

ACHIEVEMENT DETAIL

- Completed the 'C' Certificate in NCC in the 10 Andhra girls battalion (Army Wing) in 2024, demonstrating leadership, discipline, physical fitness, and commitment to service through advanced military training and participation in national-level camps and activities.

Study on Strength Characteristics of Porous Concrete:

- This study investigated the strength, permeability, and void ratio of porous concrete. It also evaluated the effects of fly ash, calcium carbonate, and superplasticizers on the mix's performance.
- The study involved preparing multiple mix designs and conducting laboratory tests, which enhanced the development of strong data analysis and documentation skills.
- Additionally, the study provided knowledge on preparing and reviewing reports, summaries, and technical observations, which are valuable for claim documentation, evidence compilation, and analytical reporting.