

ROLL NUMBER: P25700613**Sarumathi C**

Female

DOB

03-Feb-2003

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Excel
- ArcGIS
- Power BI

PERMANENT ADDRESS

615,SOUTH
STREET,THIRUMANGALAKKOTAI
WEST,ORATHANADU(TK),THANJAVUR(DT)
City: Thanjavur
State: Tamil Nadu
Pincode: 614905

LANGUAGE

- ENGLISH
- TAMIL
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	9.08	2027
Graduation	SASTRA DEEMED TO BE UNIVERSITY,THANJAVUR	73.8	2024-Jul
Intermediate	STATE BOARD OF SCHOOL EXAMINATIONS,TAMILNADU	74.83	2020-Mar
High School	STATE BOARD OF SCHOOL EXAMINATIONS,TAMILNADU	92.2	2018-May

WORK EXPERIENCE (0 Years 6 Months)**DRA HOMES AND DEVELOPERS**

22-Jul-2024 - 07-Feb-2025

0 Years, 6 Months, 16 Days**PROFILE: GET-CONTRACTS & QS**

- Engaged in comprehensive quantity surveying and cost management activities for residential and commercial projects. Responsibilities encompassed **preparation of BOQs**, rate analysis as per IS 1200 and market standards, and cost estimation for various project components.
- Supported tender documentation, bid evaluation, and post-award contract administration, ensuring compliance with technical and financial requirements.
- Actively involved in **RA bill preparation, quantity reconciliation, and variation claim management**. Contributed to project scheduling and progress monitoring using MS Project and Primavera, facilitating efficient coordination between site and office teams to ensure adherence to budgetary and timeline targets.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 22 Weeks)**CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY-CMDA**

15-Dec-2023 - 28-Mar-2024

14 Weeks**PROFILE: SUMMER INTERN**

- Assisted in verifying architectural and structural drawings for compliance with zoning laws, FSI, and building codes.
- Gained hands-on experience in **urban planning approval procedures** and municipal documentation.
- Contributed to the review of development proposals and data digitization for building plan approvals.
- Strengthened understanding of statutory clearances and construction regulation frameworks.

BECHTEL INDIA PRIVATE LIMITED

18-May-2026 - 10-Jul-2026

7 Weeks**PROFILE: PROJECT CONTROLS**

- Supported Project Controls team in progress monitoring and performance reporting on an EPC pharmaceutical project
- Developed Power BI dashboards and Excel reports to track project KPIs, progress trends, and performance metrics
- Assisted in EPPR updates by coordinating with departments to collect, validate, and enter data
- Maintained project trackers and risk registers, supporting risk identification and data validation
- Gained exposure to Primavera P6 schedules — activity sequencing, schedule logic, and progress measurement

- Automated reporting using Power BI and advanced Excel (Pivot Tables, VLOOKUP, XLOOKUP) to improve data visualization

CERTIFICATION DETAIL

- Shaping Urban Futures
- Renewable Energy and Green Building Entrepreneurship