

ROLL NUMBER: P25700633**Krithika R**
Female**DOB**

05-Nov-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- POWER BI
- STAAD PRO

PERMANENT ADDRESS

#625, 15th Cross, BDA Layout
Lingarajapuram Bangalore North, St
Thomas Town, Bangalore-560084,
Karnataka
City: Bangalore Urban
State: Karnataka
Pincode: 560084

LANGUAGE

- English
- Kannada
- Tamil
- Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.50	2027
Graduation	REVA UNIVERSITY, BENGALURU, KARNATAKA	86.9	2023-Jun
Intermediate	DEPARTMENT OF PRE-UNIVERSITY EDUCATION	66.33	2019-Mar
High School	KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD	78.4	2017-Apr

WORK EXPERIENCE (1 Year 10 Months)**VESTIAN GLOBAL WORKSPACE SERVICES PVT LTD**

01-Aug-2023 - 20-Jun-2025

1 Years, 10 Months, 19 Days**PROFILE:** Graduate Engineer -Trainee**1. Procurement Planning & Strategy**

Assist in developing project-specific procurement plans aligned with timelines and budgets.

Coordinate with project managers, cost managers, and design teams to understand material and service requirements.

Maintain procurement schedules to track lead times and delivery milestones.

2. Vendor Management

Identify, prequalify, and maintain a database of vendors, contractors, and suppliers.

Float RFQs/RFPs, consolidate responses, and ensure compliance with project requirements.

Coordinate vendor meetings, clarify queries, and obtain technical & commercial submissions.

3. Documentation & Compliance

Prepare comparison sheets and procurement recommendation reports.

Support in drafting and issuing purchase orders (POs), work orders (WOs), and contracts.

Ensure vendor documents, certifications, and insurances meet compliance standards.

4. Cost & Budget Tracking

Work closely with the cost management team to compare vendor quotes with budgets.

Track committed vs. actual spend and highlight variances.

Negotiation efforts to achieve cost savings.

5. Project Coordination

Liaise with site teams to align procurement with construction schedules.

Follow up on delivery timelines to avoid project delays.

Escalate procurement risks (delays, shortages, price fluctuations) and suggest mitigation.

6. Reporting & MIS

Maintain procurement trackers, vendor performance records, and approval logs.

Prepare periodic procurement status reports for client and management reviews.

Document procurement progress and lessons learned for future projects.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 33 Weeks)**DEBRIQUE CREATIVE LABS PRIVATE LIMITED**

04-May-2026 - 04-Jul-2026

8 Weeks**PROFILE:** INTERN-Supply Chain Management Team

- Assisted in procurement activities for multiple construction projects.
- Identified and coordinated with vendors across different locations.
- Prepared vendor databases and maintained supplier records.
- Collected and compared quotations from multiple vendors.
- Prepared rate comparison sheets to support material procurement.
- Created and processed Purchase Orders (POs) using Zoho Books ERP.
- Maintained vendor details and updated procurement records in the ERP system.
- Coordinated with vendors for quotations, material documents, and follow-ups.
- Supported BOQ verification and material requirement planning.
- Reconciled purchase bills and maintained procurement documentation.
- Prepared monthly material expenditure and procurement tracking reports.
- Assisted in sourcing construction materials for projects across different states.
- Participated in factory visits to understand modular construction processes.
- Worked closely with the purchase team to ensure timely material procurement.

VESTIAN GLOBAL WORKSPACE SERVICES PVT LTD

13-Mar-2023 - 31-Jul-2023

20 Weeks**PROFILE:** INTERN

- Assisted in preparing RFQs, comparison sheets, and procurement documentation.
- Coordinated with vendors for quotations, compliance documents, and deliveries.
- Helped and maintained procurement trackers, vendor databases, and approval logs.
- Conducted market research on materials, suppliers, and cost benchmarks.
- Supported project team in aligning procurement schedules with project timelines.

L&T CONSTRUCTION

01-Jul-2022 - 02-Aug-2022

4 Weeks**PROFILE:** INTERN

- Assisted in safety inspections, quality checks, and project progress tracking, gaining exposure to core site management practices.
- Gained knowledge on material management, vendor billing, cashflow tracking, and reconciliation across procurement and accounts.
- Learned and contributed to formwork, reinforcement, structural execution, and MEP installations, ensuring compliance with standards.
- Learned in finishing works like plastering, flooring, and painting, while preparing reports and documentation for handover.

CERTIFICATION DETAIL

- Coursera-Managing Project Risks and Changes
- Coursera-Initiating and Planning Projects
- Coursera-Budgeting and Scheduling Projects