

ROLL NUMBER: P25700701


Sailee Ajit Sali
Female

DOB

11-Jul-2002

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Cost x
- Revit
- Naviswork
- Ms Excel
- Power Point Presentation

PERMANENT ADDRESS

1302, JM Road , Shivajinagar, Pune-411005

City: Pune

State: Maharashtra

Pincode: 411005

LANGUAGE

- Hindi
- English
- Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	7.69	2027
Graduation	SINHGAD INSTITUTE OF TECHNOLOGY AND SCIENCE (SITS), PUNE	65.6	2025-Jul
Diploma	BHARTI VIDYAPEETH'S JAWAHARLAL NEHRU INSTITUTE OF TECHNOLOGY (POLYTECHNIC),PUNE	79.58	2022-Jun
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION , PUNE	76.4	2018-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 44 Weeks)
Swastik Developers

02-Aug-2021 - 10-Sep-2021

5 Weeks
PROFILE: Trainee Junior Engineer

1. Assisted in site supervision for residential construction.
2. Supported quality control checks for material and workmanship.
3. Helped in material management and inventory tracking.
4. Coordinated with site staff and contractors.

Pune Municipal Corporation, Pune

01-Oct-2024 - 31-Mar-2025

25 Weeks
PROFILE: Trainee Junior Engineer

1. Conducted site surveys for municipal works.
2. Verified tender documents and related records .
3. Checked and resolved online public complaints through site inspections.
4. Assisted in coordination between departments and site teams.
5. Maintained basic documentation and reporting.

Maharashtra Metro Rail Corporation Limited

20-Dec-2023 - 19-Jan-2024

4 Weeks
PROFILE: Trainee Junior Engineer

1. Assisted in site administration and daily site activities.
2. Supported Engineers in site supervision and execution work.
3. Coordinated with labour and subcontractors under guidance.
4. Observed Quality control procedures as per project standards.

Boxoffice Space

04-May-2026 - 04-Jul-2026

8 Weeks
PROFILE: Execution Intern

1. Conducted regular site inspections, maintained daily progress reports, and documented work status through photographs.
2. Assisted in project execution by reviewing drawings, BOQs, monitoring site readiness, and tracking progress against project schedules.
3. Coordinated with vendors for work updates, followed up on pending activities, and reported delays to the project manager.

4. Prepared and monitored snag lists, tracked closure status, and supported quality checks as per approved drawings.
5. Assisted in joint measurements, compared BOQ quantities with executed work, and supported billing documentation.
6. Maintained site diaries, execution reports, and organized project documentation for accurate record-keeping.
7. Collaborated with procurement, design, and project teams to ensure smooth project execution and timely completion.
8. Prepared and maintained execution trackers for progress, delays, measurements, and submitted daily and weekly project reports.