

ROLL NUMBER: P25701002**Aniruddha Rajendra Kotkar**
Male**DOB**

14-Jul-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- STAAD.Pro
- ERP
- Revit

PERMANENT ADDRESS

16/B, Damayanti Niwas, Behind
Vitthal Mandir, Vitawa Koliwada,
Belapur Road, Thane, Post-Kalwa.
City: Thane
State: Maharashtra
Pincode: 400605

LANGUAGE

- English
- Hindi
- Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	8.96	2027
Graduation	MAHATMA GANDHI MISSION'S COLLEGE OF ENGINEERING & TECHNOLOGY, KAMOTHE, NAVI MUMBAI.	65.79	2022-Aug
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	62.46	2018-Feb
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE WITH THANE.	94.4	2016-Mar

WORK EXPERIENCE (1 Year 7 Months)**Unique Concrete Technologies Pvt. Ltd.**

01-Jun-2023 - 16-Jan-2025

1 Years, 7 Months, 15 Days**PROFILE:** Site Engineer**Site Execution & Construction Supervision**

Supervised end-to-end construction activities from site preparation and planning to excavation, RCC, blockwork, slab casting (conventional and deck sheet), and specialised excavation methods like diamond rope cutting and silent blasting, ensuring quality, safety, and adherence to drawings.

Measurement, Billing & Documentation Control

Prepared and maintained JMR (Joint Measurement Records), concrete pour cards, drawing registers, and material consumption records (TMT steel, concrete, structural steel). Assisted in cube testing, quantity tracking, and documentation management using StrategicERP.

Progress Monitoring & Reporting

Prepared Daily, Weekly, and Monthly Progress Reports to track work progress, resource utilization, and project milestones. Coordinated with site engineers and management to ensure timely project execution.

Specialized Structural & Finishing Works

Supervised waterproofing systems (Box type, Brickbat Coba, Membrane sheet), and construction of OHWT, UGWT, and STP structures, ensuring compliance with quality standards and long-term structural durability.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 47 Weeks)**G.R. Engineering Pvt. Ltd.**

01-Sep-2022 - 31-May-2023

38 Weeks**PROFILE:** Junior Site Engineer**Project Name - Piramal Revanta Mulund west, Mumbai.****Responsibilities included -****Drawing Interpretation & Technical Analysis**

Interpreted construction drawings and analyzed site data including maps, reports, test results, and technical documents to ensure accurate execution as per design specifications.

Site Supervision & Leveling Operations

Supervised on-site construction activities and carried out line-level plotting to maintain alignment, dimensional accuracy, and compliance with approved drawings.

Planning, Sequencing & Progress Monitoring

Assisted in planning and sequencing construction activities as per the project schedule. Monitored site progress and prepared project status reports for effective tracking and control.

Inspection, Billing Support & Infrastructure Works

Prepared Work Inspection Reports (WIR) for quality checks and billing purposes. Supervised execution of infrastructure works including grade slabs, pathways, storm water drains (SWD), sewage tanks, and pipelines.

PSP Projects Limited

04-May-2026 - 04-Jul-2026

8 Weeks**PROFILE:** Civil Intern

- **Project Planning & Scheduling**

Assisted in preparing and updating project schedules using **MS Project, Primavera P6, and MS Excel**, while coordinating with execution teams to monitor planned vs. actual progress.

- **Project Monitoring & Reporting**

Monitored site progress through regular site visits and prepared **Daily/Weekly Progress Reports (DPR/WPR)** to track project performance and schedule deviations.

- **Project Controls Support**

Supported **WBS updates, delay analysis, hindrance tracking, Extension of Time (EOT) documentation, and Minutes of Meeting (MOM)** preparation to facilitate project control activities.

- **Billing & Contract Documentation**

Gained practical exposure to **BOQ preparation, Measurement Book (MB), and RA Bill procedures**, understanding the documentation and quantity verification process used for contractor billing.

- **Quality Assurance & Compliance**

Studied **QAP, ITP, material inspection reports, and quality documentation**, and observed their implementation on site to ensure compliance with project specifications and quality standards.

CERTIFICATION DETAIL

- AutoCAD
- Maharastra State Certificate in Information Technology (MS-CIT)
- Microsoft Project Course 2016, 2019, 2021 6 PDUs
- Coursera- Managing Project Risks and Changes
- Coursera- Project Management- The Basics for Success
- Coursera - Introduction to Corporate Finance