

ROLL NUMBER: P25701054**Samruddhi Surendra Jadhao**

Female

DOB

22-May-2003

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Project Planning & Scheduling
- Cost Estimation & Quantity Surveying
- Billing & BOQ Preparation
- Urban Infrastructure Fundamentals
- Project Controls & Reporting
- Earned Value Management (EVM)
- Risk Management

PERMANENT ADDRESS

15, Sitaram Baba Colony_x000D_
Behind Satysai Center_x000D_ Near
Farshi Stop
City: Amravati
State: Maharashtra
Pincode: 444607

LANGUAGE

- English
- Hindi and Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	7.59	2027
Graduation	VISHWAKARMA INSTITUTE OF INFORMATION AND TECHNOLOGY, PUNE	72.77	2025-May
Intermediate	AMRAVATI, MAHARASHTRA	84.83	2021-May
High School	AMRAVATI, MAHARASHTRA	76.4	2019-May

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 19 Weeks)**VISION CIVIL ENGINEER CONTRACTOR & VALUER**

02-Jan-2025 - 17-May-2025

19 Weeks**PROFILE:** Property Valuation Intern**Property Valuation Intern (Jan'25 – May'25)**

- Drafted property valuation reports for the Property Valuation Department, gaining hands-on exposure to end-to-end valuation procedures.
- Developed a working understanding of valuation methodology and documentation standards under the guidance of senior professionals.
- Demonstrated strong communication, collaboration, and professional conduct, earning commendation from team members and management.

Co-Founder & Project Coordinator: Heaven x Chipcc Caf   (2025 – Present)

- Led end-to-end project planning and execution for the establishment of a commercial caf  , from concept to operations launch.
- Managed vendor negotiations, procurement, and contract finalization, ensuring cost-effective sourcing of materials and services.
- Coordinated multi-vendor workflows, tracked project milestones, and resolved on-ground execution challenges to deliver on schedule.
- Oversaw complete site setup, operational readiness, and pre-launch planning – mirroring a full PMC engagement on a commercial fit-out project.

ACHIEVEMENT DETAIL

- Successfully led the ground-up establishment of a commercial caf  , managing a budget, multiple vendors, and a fixed delivery timeline, completing the project operationally on schedule.
- Independently drafted property valuation reports during internship, receiving positive recognition from senior staff for accuracy, professionalism, and work ethic.
- Pursuing MBA in Advanced Project Management alongside active project exposure, bridging the gap between technical civil background and strategic management practice.
- Demonstrated ability to manage contracts and vendor negotiations with zero prior corporate experience, resulting in cost-conscious procurement decisions for the caf   venture.