

ROLL NUMBER: P25700281**Atul Vinod Saroj**
Male**DOB**

13-May-1998

TECHNICAL SKILLS

- AutoCAD
- P6
- CostX
- MS Project
- Revit Arch
- Staad Pro
- Navis work
- DGQC
- MS Excel

PERMANENT ADDRESS

Room No. 306 Jivdani Darshan
Building, Opppsite Mehta
Pharmaceutical Industries Kopri
Naka, Virar East.
City: Palghar
State: Maharashtra
Pincode: 401303

LANGUAGE

- English
- Hindi
- Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.61	2027
Graduation	LOVELY PROFESSIONAL UNIVERSITY, PHAGWARA/PUNJAB	79.5	2021-May
Diploma	LOVELY PROFESSIONAL UNIVERSITY, PHAGWARA/PUNJAB	81.99	2018-May
Intermediate	MUMBAI/MAHARASHTRA	56.92	2016-Feb
High School	MUMBAI/MAHARASHTRA	61.8	2014-Mar

WORK EXPERIENCE (4 Years 2 Months)**Umiya Associates**

25-Jul-2022 - 30-Jun-2025

2 Years, 11 Months, 5 Days**PROFILE:** Junior Engineer**Project Summary**

Executed two **36-storey residential towers** with premium lifestyle amenities, managing site execution, quantity estimation, billing, and stakeholder coordination from foundation to project completion.

Site Execution

- **Delivered two 36-storey residential towers within the planned construction schedule** while maintaining quality standards and safety compliance.
- Led on-site execution activities across structural, masonry, finishing, and external development works, ensuring adherence to approved drawings and project specifications.
- **Managed execution activities for a workforce of over 300 site personnel and multiple subcontractors**, ensuring efficient coordination and timely achievement of project milestones.
- Proactively resolved site execution challenges through close collaboration with consultants, clients, and subcontractors.

Quantity Estimation & Cost Control

- Prepared detailed quantity take-offs for structural and architectural works using approved drawings.
- **Reduced material wastage through effective material reconciliation, quantity verification, and resource control.**
- Supported BOQ preparation, quantity verification, and cost forecasting in coordination with planning and commercial teams.

Billing & Commercial Management

- Prepared and verified RA bills, subcontractor bills, and progressive payment claims based on executed quantities.
- Coordinated with clients, consultants, and finance teams to ensure timely certification and release of payments.
- Verified site measurements and maintained accurate billing documentation in accordance with contractual requirements.

People & Stakeholder Management

- **Managed** a team of 20 site engineers, supervisors, subcontractors, vendors, and client representatives to ensure smooth project execution.
- Coordinated with consultants and local authorities for inspections, approvals, and statutory compliance.
- **Achieved successful inspection approvals with minimal rework** through rigorous quality assurance and proactive issue resolution.

- Participated in client meetings, resolved execution-related issues, and communicated project progress against key milestones.

Xpressbees

01-Apr-2021 - 21-Jul-2022

1 Years, 3 Months, 20 Days
PROFILE: Associate Executive-Admin

Project Summary

Executed **industrial warehouses**, logistics facilities, and **commercial office** buildings, with responsibilities spanning site execution, regulatory coordination, vendor management, quantity control, and project delivery.

Site Execution

- Managed the end-to-end execution of industrial warehouse and commercial building projects, ensuring compliance with approved drawings, quality standards, safety regulations, and project schedules.
- Led execution activities for a workforce of **100+ site personnel** and multiple subcontractors, **optimising productivity** through effective planning and coordination.
- **Coordinated with government authorities** to obtain statutory approvals, facilitate inspections, and secure construction permits in accordance with regulatory requirements.
- Supervised structural works, industrial flooring, façade installation, and finishing activities while ensuring seamless site operations.

Quantity & Resource Management

- Performed quantity take-offs, material reconciliation, and consumption tracking to support cost control and efficient resource utilisation.
- **Reduced material wastage** through effective reconciliation, quantity monitoring, and resource planning.

Vendor & Stakeholder Management

- Managed vendors and subcontractors across structural, finishing, and supply packages, ensuring timely execution and contractual compliance.
- Coordinated **procurement** activities and resolved material supply issues to minimise project delays.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 8 Weeks)
New Consolidated Construction Company Limited (NCCCL)

05-May-2026 - 04-Jul-2026

8 Weeks
PROFILE: Intern-Planning

Project
L&T Realty – Island Cove, Mahim, Mumbai

- Assisted the Planning Department in monitoring and tracking construction progress of a 33 storied premium high-rise residential development.
- Prepared and maintained **Progress reports** (Daily Progress Reports, Weekly Progress Reports, and Monthly Progress Reports) to support project monitoring and management reviews.
- Conducted regular site inspections to verify **actual work** progress and compare it with **planned activities**, ensuring accurate progress reporting.
- Coordinated with execution engineers to collect progress data related to reinforcement, formwork, concreting, manpower deployment, and daily construction activities.
- Monitored conventional RCC works at the podium level and **Mivan** (aluminium formwork) construction for typical residential floors, gaining practical exposure to high-rise construction sequencing.
- Participated in daily planning and coordination meetings to review progress, identify constraints, and support planning decisions.
- Assisted in progress tracking sheets and monitored construction milestones, productivity, and pending activities.