

ROLL NUMBER: P25700046


Ms. Sweety Dilip Dalvi
Female

DOB

11-Dec-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Revit
- Navisworks
- CostX

PERMANENT ADDRESS

Sr. No. 56/5, Samarth Nagar, Near
Old Kharadi Jakat Naka, Kharadi
City: Pune
State: Maharashtra
Pincode: 411014

LANGUAGE

- ENGLISH
- HINDI
- MARATHI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.59	2027
Graduation	SAVITRIBAI PHULE PUNE UNIVERSITY	73.07	2023-May
Diploma	CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE, MAHARASHTRA	84.38	2020-May
High School	PUNE, MAHARASHTRA	86.6	2017-Mar

TOTAL WORK EXPERIENCE: 22 month(s)
iResearch Services

25-Jul-2023 - 19-Jun-2025

1 Years, 10 Months, 25 Days
PROFILE: Associate

- Executed client-focused lead generation and appointment-setting campaigns for technology, finance and professional-services clients, consistently meeting defined KPIs and quality standards.
- Planned, prioritized and tracked multi-channel outreach across email, telemarketing and LinkedIn, aligning activities with campaign objectives, timelines and target segments.
- Analyzed prospect data and applied region-specific targeting strategies to improve coverage, prioritization and accuracy across global markets.
- Maintained structured CRM data covering interactions, follow-ups and campaign activity to enable reliable progress tracking and reporting.
- Interpreted campaign performance against targets, identified execution gaps and adjusted outreach priorities to support timely business outcomes.
- Collaborated with cross-functional teams to coordinate deliverables, communicate status and resolve execution issues while maintaining client-service quality.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 12 Weeks)
Guru Construction

03-May-2022 - 03-Jun-2022

4 Weeks
PROFILE: Intern

- Monitored on-site construction activities with focus on safety, quality and adherence to project requirements.
- Gained practical exposure to RCC works including formwork, reinforcement and concreting, with daily progress monitoring and coordination.
- Prepared and reviewed architectural and structural drawings using AutoCAD and coordinated drawing requirements with site teams.
- Maintained project documentation and coordinated with engineers and supervisors to support execution reporting and issue follow-up.
- Gained exposure to project planning, cost estimation and resource management.

Wani Projects and Infra Pvt. Ltd.

04-May-2026 - 30-Jun-2026

8 Weeks
PROFILE: Project Planning Intern

- Developed and maintained project schedules for industrial, warehousing and commercial projects using Microsoft Project, tracking milestones, dependencies and progress against planned timelines.
- Participated in project kick-off and multidisciplinary coordination, aligning activities, deliverables and execution requirements with stakeholders.
- Supported project controls through schedule monitoring, progress reporting, documentation and identification of execution gaps requiring follow-up.

- Assisted with billing documentation, project execution and technical/commercial proposals, gaining exposure to project economics and delivery requirements.
- Contributed to structured project reporting and stakeholder communication to support timely execution and operational performance.

PUBLICATIONS DETAIL

The Paper Investigates: 'EXPERIMENTAL ANALYSIS OF EFFECTS OF ADMIXTURES ON CONCRETE' in International journal of research and analytical reviews (IJRAR) on 22nd May 2023.

Published in : Volume 10 | Issue 2 | May 2023

Unique Identification Number/ Paper ID: IJRAR23B3075