

ROLL NUMBER: P25700060**Mr. D Sree Balaji**

Male

DOB

29-Dec-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- STAAD PRO

PERMANENT ADDRESS

7-32, SESACHALAPURAM (V),
MAPAKSHI PART
City: Chittoor
State: Andhra Pradesh
Pincode: 517002

LANGUAGE

- English
- Telugu
- Hindi
- Tamil

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	9.21	2027
Graduation	ANNA UNIVERSITY	80.7	2022-Jul
Intermediate	BOARD OF INTERMEDIATE EDUCATION CHITTOOR/ANDHRA PRADESH	94.9	2018-Mar
High School	BOARD OF SECONDARY EDUCATION CHITTOOR/ANDHRA PRADESH	95	2016-Mar

TOTAL WORK EXPERIENCE: 12 month(s)**MA CONSULTING SERVICES PVT. LTD**

01-Jun-2024 - 30-Jun-2025

1 Years, 0 Months, 29 Days**PROFILE:** Graduate Engineer Trainee**Project Management Experience**

- Contributed to project planning, execution, and performance monitoring across structural and finishing phases, ensuring alignment with scope, timeline, and quality objectives.
- Collaborated with contractors, consultants, vendors, and clients to facilitate seamless coordination and timely issue resolution.
- Performed quality assurance and compliance inspections in accordance with approved drawings, technical specifications, and IS standards.
- Managed and maintained comprehensive project documentation including Daily Progress Reports (DPRs), inspection checklists, and material tracking records.
- Supported cost control processes by preparing and validating measurement sheets for contractor billing and payment certification.
- Oversaw site safety compliance, identified potential risks, and reported non-conformities to ensure adherence to safety standards.
- Project scheduling, resource allocation, and stakeholder communication to support on-time project delivery.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 29 Weeks)**MA CONSULTING SERVICES PVT LTD.**

04-Jan-2024 - 31-May-2024

21 Weeks**PROFILE:** INTERN

- Assisted in monitoring site execution activities, ensuring compliance with drawings, specifications, and quality standards.
- Prepared Daily Progress Reports (DPR), maintained documentation, and supported client/contractor coordination.
- Supported quality checks and inspections for concrete, reinforcement, and finishing works.
- Observed and reported safety practices, ensuring adherence to site safety protocols.
- Assisted in quantity measurement, billing support, and verification of contractors's submissions.

TRUBOARD PARTNERS

04-May-2026 - 30-Jun-2026

8 Weeks**PROFILE:** Asset Managment

- Supported sales monitoring activities by reviewing DTD reports, MIS, charts, DPD ageing, and NOC processes.

- Assisted in construction monitoring by tracking project progress and understanding execution milestones.
- Conducted physical site progress verification to assess ongoing construction activities.
- Gained exposure to technical and financial due diligence processes for real estate projects.
- Verified work orders and contractor invoices to ensure documentation accuracy and compliance.
- Assisted in escrow monitoring and fund tracking for project financial management.
- Collaborated with project teams to maintain project records and monitor project performance.

ACHIEVEMENT DETAIL

G+5 Commercial Building

- Executed a G+5 commercial building project end-to-end, from planning and budgeting to execution and handover.
- Managed procurement, vendor selection, subcontractors, resource planning, scheduling, and cost control.
- Supervised civil works including excavation, RCC, reinforcement, formwork, concreting, masonry, plastering, waterproofing, finishing, and MEP coordination.
- Prepared and verified BBS, BOQs, quantity estimates, measurements, billing, and monitored material consumption and site productivity.
- Coordinated with clients, consultants, architects, suppliers, and authorities while ensuring quality, safety, statutory compliance, and timely project completion.

Additional Achievement:

Awarded a merit scholarship during undergraduate studies, covering full tuition fees, based on academic excellence in intermediate examinations.