NICMAR University, Pune

MBA-ACM | MBA in Advanced Construction Management

ROLL NUMBER: P25700046

Ms. Sweety Dilip Dalvi

Female

DOB

11-Dec-2001

TECHNICAL SKILLS

- MS Office
- MS Project
- Primavera
- AutoCAD
- 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 lead generation and appointment-setting campaigns for global clients across technology, finance and professional services, working toward defined targets and timelines.
- Identified, qualified and engaged prospects through telemarketing, email and LinkedIn outreach, converting relevant prospects into business appointments.
- Managed prospect pipelines, follow-ups and appointment scheduling, ensuring consistent tracking and timely execution.
- Used prospect and campaign data to refine targeting, prioritization and outreach strategies across different regions.
- Maintained structured CRM records and performance updates to support progress monitoring and reporting.
- Coordinated with clients and internal teams to manage campaign deliverables, address execution gaps and maintain 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 supported engineers and supervisors with 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; tracked 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 the International journal of research and analytical reviews (IJRAR) on 22 May 2023.
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