

ROLL NUMBER: P25700555


Mr. Kartik Sunil Shelke
Male

DOB

13-Nov-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Oracle Fusion

PERMANENT ADDRESS

PARK CONNECT RAJIV GANDHI IT
 PARK, HINJEWADI PHASE 1 ,
 411057
 City: Pune
 State: Maharashtra
 Pincode: 411057

LANGUAGE

- Marathi
- Hindi
- English

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	7.90	2027
B.E. <i>Civil Engineering</i>	SAVITRIBAI PHULE PUNE UNIVERSITY	63.72	2023-May
Intermediate <i>Science (PCMB)</i>	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION,PUNE	71.85	2019-Jun
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION,PUNE	82.4	2017-Mar

TOTAL WORK EXPERIENCE: 19 month(s)
Kirloskar Ferrous Industries limited

04-Oct-2024 - 12-May-2025

0 Years, 7 Months, 8 Days
PROFILE: Senior Engineer

1. Prepare Bill of Quantities (BOQ), cost estimates as per company's annual operating plan with the company's consultant for project planning and monitoring.
2. Float tenders/enquiries to contractors, evaluate quotations, prepare comparative statements, and support negotiations.
3. Creation of Purchase requisition on Oracle Fusion software.
4. Execute, and monitor site preparation and civil foundation works for installation of heavy machinery and production equipment.
5. Manage vendor billing certification, work site orders, and amendments.
6. Review and interpret civil, structural, and mechanical drawings to ensure compliance during execution.
7. Supervise installation works and commissioning works in coordination with mechanical and electrical teams.
8. Contractor handling as a client's civil engineer.
9. Manpower handling.
10. Conduct civil maintenance activities at the shop floor for smooth operations.
11. Ensure quality assurance, safety compliance, and adherence to technical standards on all project sites.
12. Perform daily monitoring of ongoing projects, including inspections, material checking, and cross-verification with approved drawings.
13. Conduct progress review meetings with consultants, contractors, and internal stakeholders.
14. Prepare and submit Daily Progress Reports (DPRs) and maintain comprehensive project documentation.
15. Issue work permits and supervise site activities to maintain safe work practices.

Kirloskar Ferrous Industries limited

04-Oct-2023 - 03-Oct-2024

0 Years, 11 Months, 29 Days
PROFILE: Graduate Enginner Trainee

1. Prepare Bill of Quantities (BOQ), cost estimates as per company's annual operating plan with the company's consultant for project planning and monitoring.
2. Float tenders/enquiries to contractors, evaluate quotations, prepare comparative statements, and support negotiations.
3. Creation of Purchase requisition on Oracle Fusion software.

4. Execute, and monitor site preparation and civil foundation works for installation of heavy machinery and production equipment.
5. Manage vendor billing certification, work site orders, and amendments.
6. Review and interpret civil, structural, and mechanical drawings to ensure compliance during execution.
7. Supervise installation works and commissioning works in coordination with mechanical and electrical teams.
8. Contractor handling as a client's civil engineer.
9. Manpower handling.
10. Conduct civil maintenance activities at the shop floor for smooth operations.
11. Ensure quality assurance, safety compliance, and adherence to technical standards on all project sites.
12. Perform daily monitoring of ongoing projects, including inspections, material checking, and cross-verification with approved drawings.
13. Conduct progress review meetings with consultants, contractors, and internal stakeholders.
14. Prepare and submit Daily Progress Reports (DPRs) and maintain comprehensive project documentation.
15. Issue work permits and supervise site activities to maintain safe work practices.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 8 Weeks)**EZ Realty**

04-May-2026 - 04-Jul-2026

8 Weeks**PROFILE:** Management Consultant

- Conducted 100+ cold calls daily to identify prospective clients and generate qualified leads for residential and commercial real estate projects.
- Presented and pitched real estate projects to potential clients by explaining property features, pricing, location advantages, and investment opportunities.
- Generated and maintained a pipeline of prospective customers through outbound calling and lead qualification.
- Followed up with leads regularly to nurture client relationships, address queries, and convert prospects into site visits and potential sales.
- Coordinated and participated in property site visits, assisting clients in evaluating projects based on their requirements.
- Visited new real estate projects to identify and onboard properties into the company's inventory database.
- Performed market research by analyzing surrounding localities, infrastructure, connectivity, amenities, and future development potential from a real estate consultant's perspective.
- Collaborated with the sales team to achieve lead generation and client engagement targets.
- Developed strong communication, negotiation, customer relationship management, and market analysis skills in a fast-paced sales environment.