

ROLL NUMBER: P25700136


Ms. Paramita Saha
Female

DOB

19-Apr-1996

TECHNICAL SKILLS

- AutoCAD
- MS Excel
- Primavera
- MSP project
- BIM

PERMANENT ADDRESS

BI-II, Venketesh Heights, 5th Floor,
Dumdum Canyonment
City: Kolkata
State: West Bengal
Pincode: 700065

LANGUAGE

- ENGLISH
- HINDI & BENGALI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.08	2027
B.Tech <i>Civil Engineering</i>	MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY	67.6	2018-Jul
Intermediate <i>Science (PCMB)</i>	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	65.2	2014-Jul
High School	WEST BENGAL BOARD OF SECONDARY EDUCATION	77.28	2012-Jul

TOTAL WORK EXPERIENCE: 39 month(s)
Govt. Of West Bengal PWD

01-Mar-2023 - 19-Jun-2025

2 Years, 3 Months, 18 Days
PROFILE: Clerk

I was in the clerical profile in the office. Because of My Civil Engineering background I assisted in verification of quantity estimates for building and road works, checking measurements, item descriptions, and rates as per departmental schedule of rates and performed drawing review of building and road works, verifying plans, sections, and reinforcement details against approved estimates, site conditions, and departmental standards.

RITES Ltd.

01-Jan-2020 - 31-Dec-2020

0 Years, 11 Months, 30 Days
PROFILE: Graduate Apprentice

Helping Highway projects of RITES Ltd, (Ministry of Railways, A government Of India Enterprise). In various projects responsible for Rate Analysis and Cost Estimation For WBHDCL, PWD WESTBENGAL, etc. Prepared and reviewed quantity take-offs and BOQs for pavement, structures. Helped in documentation and report preparation for internal approvals and client submissions related to estimates, rate justifications, and cost summaries

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 113 Weeks)
Shivarth Design And Consultancy Pvt. Ltd

03-Jan-2021 - 03-Jan-2023

104 Weeks
PROFILE: Asst. Estimator

Worked as Asst. Estimator in various small project like maintenance and repairing work for Roads and Buildings. Assisted in preparation of quantity take-offs and BOQs for various maintenance and repair works of roads and buildings, based on drawings, specifications, and site requirements. Prepared measurement sheets, basic reports, and estimate summaries in MS Excel to support billing, client submissions, and internal approvals.

Sobha Ltd

11-May-2026 - 13-Jul-2026

9 Weeks
PROFILE: Costing Management Intern

Assisted the costing team in preparing cost estimates and Bills of Quantities (BOQ) for civil, MEP, and finishing works. Conducted rate analysis for construction materials and labor, and compared vendor quotations to support procurement and tender evaluation. Tracked material consumption against approved quantities, verified site measurements for billing accuracy, and maintained cost sheets and reports to monitor budget variances. Coordinated with site engineers and project managers to ensure accurate and timely cost reporting.

CERTIFICATION DETAIL

- AutoCAD