

ROLL NUMBER: P25700430


Mr. Shreyas Pravin Sutar
Male

DOB

01-Dec-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera

PERMANENT ADDRESS

A2 103 Anand Savali Residency,
Near Sant Nirankari Chowk, Eastern
Express Highway, Thane West.
City: Thane
State: Maharashtra
Pincode: 400604

LANGUAGE

- English
- Marathi and Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.67	2027
Graduation	MUMBAI UNIVERSITY	69.48	2022-Aug
Diploma	NANASAHEB MAHADIK POLYTECHNIC INSTITUTE, PETH, MAHARASHTRA	74.18	2019-Jun
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	78.6	2016-Mar

TOTAL WORK EXPERIENCE: 28 month(s)
Akash Impex Inc

17-Nov-2022 - 07-May-2024

1 Years, 5 Months, 20 Days
PROFILE: Project Supervisor

- Overseeing daily site activities and ensuring smooth execution of work.
- Managing and coordinating with contractors to ensure quality and timely work.
- Preparing and verifying contractor bills and project billing.
- Managing on-site labor teams and assigning daily tasks.
- Submitting daily progress reports to senior management.
- Coordinating with clients regarding work updates and site requirements.
- Handling inventory management and ensuring timely availability of materials.
- Monitoring and managing work fronts to avoid delays.
- Taking accurate measurements and conducting joint measurements with concerned parties.

Nina Percept Pvt. Ltd.

21-May-2024 - 30-Apr-2025

0 Years, 11 Months, 9 Days
PROFILE: Project Engineer.

- Taking regular updates from site supervisors, identifying and resolving work-related issues, and ensuring progress aligns with schedules.
- Supervising and coordinating labor resources efficiently across different work fronts.
- Forecasting upcoming tasks and proactively arranging required materials to avoid delays.
- Handling daily client communication, preparing reports, and updating seniors on progress and challenges.
- Preparing monthly measurements and JMRs (Joint Measurement Records), drafting and processing amendments, and managing billing tasks.
- Maintaining up-to-date records and reports on Strategic ERP for daily site activities, material usage, and work progress.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 8 Weeks)
Ascendas Firstspace Development Management Pvt. Ltd.

04-May-2026 - 30-Jun-2026

8 Weeks
PROFILE: Projects Department as (Intern – Projects)

- Assisted in planning and coordinating warehouse construction activities to ensure smooth project execution.
- Prepared daily progress reports (DPRs) to track site work, manpower, and project updates.
- Coordinated with vendors for material availability, delivery schedules, and status updates.
- Monitored material procurement and ensured timely delivery to avoid work delays.
- Ensured proper storage and handling of construction materials to minimize damage and wastage.

- Reported daily site progress, issues, and key updates to the project manager.
- Maintained records of material usage and site activities for effective project tracking. Worked closely with site engineers, vendors, and supervisors to support day-to-day construction operations.