NICMAR University, Pune

MBA-ACM | MBA in Advanced Construction Management

ROLL NUMBER: P25700020

Ms. Nikitha M B

Female

DOB

09-Mar-1999

TECHNICAL SKILLS

- MS Office
- MS Project
- Primavera
- Rivet Achitecture
- 3ds Max
- AutoCAD 2D & 3D
- BIM
- Stakeholder Management

PERMANENT ADDRESS

#501 B Block, 2nd Cross, JP Nagar, Mysore
City: Mysore
State: Karnataka
Pincode: 570031

LANGUAGE

- English
- Kannada
- Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.31	2027
B.E. *Civil Engineering*	VISVESVARAYA TECHNOLOGICAL UNIVERSITY	65.3	2020-Aug
Intermediate *Science (PCMB)*	DEPARTMENT OF PRE-UNIVERSITY EDUCATION, KARNATAKA	82.34	2016-May
High School	KARNATAKA SCHOOL EXAMINATION AND ASSESSMENT BOARD, KARNATAKA	92.32	2014-Apr

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 98 Weeks)

Godrej Properties Ltd

15-May-2026 - 15-Jul-2026 **8 Weeks**

PROFILE: Contracts And Procurement Intern

- Executed Vendor sourcing and Pre-qualification for multiple work packages by evaluating technical capabilities.
- Prepared Comparitive statements for Bid evaluation to facilitate vendor selection and contract award decisions.
- Coordinated with vendors and contractors to manage quotation submissions,EOI submissions and get technical clarifications.
- Participated in commercial negotiations and material evaluation activities by Architects while ensuring compliance with technical specifications and quality standards.
- Scheduled techno-commercial meetings with cross functional teams and prepared MOMs.
- Drafted Inter Office Memorandums (IOMs), contract agreements, and procurement documentation, ensuring compliance with organizational procurement procedures.
- Collaborated with Execution, Quality and Safety team to streamline procurement activities and ensure timely contract execution.

VIVIDHA BUILDERS

03-Apr-2023 - 28-Nov-2024 **86 Weeks**

PROFILE: QUANTITY SURVEYOR

- Preparing the Scope release amount as per the GFC drawing released.
- Material reconciliation and other QS document preparation.
- Preparation & verification of labor bills.
- Procuring the brought-out items as per GFC drawing and its tracking.
- Monthly progress report preparation.

G9 Projects

08-Jul-2019 - 10-Aug-2019 **4 Weeks**

PROFILE: Site Engineer

- Site Layout Marking.
- Sequential activities of Construction.
- Plumb line level Checking.
- Foundation Works.
- Mix Proportion of concrete as per standards.
- Blockwork & Plastering activities

ACHIEVEMENT DETAIL

- **Event Head, R&D Club - NICMAR**
  - Leading initiatives to drive research, innovation, and technical events for students at NICMAR
- **NSS Volunteer** | Participated in community service camp
  - Contributed to rural development activities and awareness drives as part of NSS
- **NCC Cadet** | Certified with 'A' and 'B' Certificates
  - Demonstrated discipline, teamwork, and leadership through NCC training and camps