

ROLL NUMBER: P25700049


Ms. Chandralika Borah
Female

DOB

20-Oct-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Revit

PERMANENT ADDRESS

B.O.C GATE, LANE NO. 3_x000D_
 P.O DULIAJAN, DIST
 DIBRUGARH_x000D_ ASSAM
 City: Dibrugarh
 State: Assam
 Pincode: 786602

LANGUAGE

- ENGLISH
- HINDI
- ASSAMESE

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.46	2027
B.Tech <i>Civil Engineering</i>	ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY	81.7	2023-Aug
Intermediate <i>Science (PCM)</i>	CENTRAL BOARD OF SECONDARY EDUCATION, DELHI	71.4	2019-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, DELHI	93.1	2017-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 11 Weeks)
OIL INDIA LIMITED, DULIAJAN

16-Aug-2022 - 10-Sep-2022

3 Weeks
PROFILE: CIVIL ENGINEERING

1. Assisted engineers in monitoring ongoing site and facility-related activities to track work progress and support execution as per planned requirements.
2. Supported daily work planning and project documentation, maintaining progress reports, site logs, observations, and work-related records.
3. Coordinated with site supervisors and project team members for work updates, issue reporting, and timely execution of site activities.
4. Reviewed engineering drawings and specifications and gained practical exposure to quality standards, construction practices, and infrastructure project execution.
5. Gained practical exposure to civil engineering operations within an oil and gas infrastructure environment, including site coordination, progress monitoring and documentation
6. Also learning the role and responsibilities of civil engineering department in Oil India Limited, Duliajan being the field headquarters

Shilpkar Construction Private Limited

04-May-2026 - 30-Jun-2026

8 Weeks
PROFILE: Project Planning and Management Intern

- Worked on project planning, scheduling, and project monitoring to track construction progress and support timely project delivery.
- Monitored project progress against planned schedules, identified completed, ongoing, and delayed activities, and prepared progress reports for project stakeholders.
- Prepared Bills of Quantities (BOQ), quantity take-offs, cost estimates using DSR and standard construction practices to support project cost planning and control.
- Identified project delays and execution constraints and supported the team in evaluating corrective measures to improve schedule performance and maintain project delivery timelines.

- Reviewed architectural, structural, and MEP drawings to support project planning, coordination, and site execution activities.
- Coordinated with site engineers, architects, consultants, contractors, and vendors to facilitate information flow, resolve execution issues, and support effective project delivery.
- Supported project controls activities through planning, scheduling, cost estimation, progress monitoring, and reporting.
- Reviewed project drawings, quantities, costs, and site progress data to support planning decisions and improve coordination between design and execution teams.

ACHIEVEMENT DETAIL

1. Visaraad in Sattriya (GUNIN IN NORTON VIDYA) -Year -2016-2017 (Duration 7 Years)
2. Masters in Fine Arts (SHILPA RATNA) -Year:-2017-2018 (Duration 10 Years)