

**ROLL NUMBER:** P25701022

**Ms. Samiksha Potdukhe**

Female

**DOB**

22-May-2001

**TECHNICAL SKILLS**

- Oracle Primavera P6. Microsoft Project
- Power BI
- Tableau
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Word
- @Risk
- Autocad
- Revit
- Sketchup

**PERMANENT ADDRESS**

36, shubhangi gruh nirman society,  
 behind Balaji mandir, besa road,  
 besa, nagpur- 440034  
 City: Nagpur  
 State: Maharashtra  
 Pincode: 440034

**LANGUAGE**

- English
- Hindi
- Marathi

**INTERESTS**

- Sustainable Infrastructure
- Sketching
- Concept visualisation
- Problem-solving through creative design

**SUMMARY OF QUALIFICATION**

| Course / Programme                   | Board / University Name                                                                 | CGPA/ (%) | Passing Year |
|--------------------------------------|-----------------------------------------------------------------------------------------|-----------|--------------|
| MBA-APM                              | NICMAR University, Pune                                                                 | 9.07      | 2027         |
| B.Arch.<br><i>Architecture</i>       | SAVITRIBAI PHULE PUNE UNIVERSITY                                                        | 65.5      | 2024-May     |
| Intermediate<br><i>Science (PCM)</i> | MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, NAGPUR/MAHARASHTRA | 76.62     | 2019-Jun     |
| High School                          | CENTRAL BOARD OF SECONDARY EDUCATION                                                    | 91.2      | 2017-Jun     |

**INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 32 Weeks)**
**GODREJ PROPERTIES LIMITED**

15-May-2026 - 15-Jul-2026

**8 Weeks**
**PROFILE:** Operations- (Planning) Intern

*Godrej Reserve — Kandivali East, Mumbai (18.07-acre, 6-tower, 2,017-unit residential-cum-retail development)*

- Earned independent ownership of the Retail Possession Tracker covering ~135 activities across 19 zones and was entrusted with the Ancillary Structures Tracker for four civic buildings operating on independent OC timelines.
- Performed baseline-versus-actual schedule analysis and progress-performance assessment across six residential towers and a 41-shop retail podium, applying project-control and Earned Value Management (EVM) concepts to identify schedule variances, slippages, and critical execution risks.
- Applied project controls and schedule-assurance principles to monitor construction progress, support timely decision-making, and improve visibility of critical execution issues.
- Conducted delay prioritization and dependency-chain analysis to distinguish critical-path risks from isolated delays, enabling focused mitigation and escalation.
- Coordinated with vendors and consultants by issuing scope requirements, drawings, and status follow-ups across agencies including KONE Lifts and blockwork vendors to support timely execution.
- Reviewed construction progress documentation through site visits and tracker validation, strengthening reporting accuracy, execution monitoring, and audit readiness.
- Supported project documentation activities through Daily Labour Report (DLR) updates, VIRA updates, Minutes of Meeting (MoM) preparation, and stakeholder communication.
- Monitored the material lifecycle from Purchase Requisition (PR) to site delivery, tracking pending approvals, drawing availability, and procurement dependencies to reduce execution bottlenecks.
- Prepared and presented project progress reviews to Operations and Planning leadership, converting tracker data into actionable insights and recommending process improvements in vendor escalation, dependency tracking, and schedule monitoring.

**Skills Demonstrated**

- Project Planning & Scheduling

- Earned Value Management (EVM)
- Baseline vs Actual Progress Analysis
- Schedule Variance & Slippage Tracking
- Project Controls
- Schedule Monitoring & Assurance
- Progress Monitoring & Reporting
- Risk & Dependency Analysis
- Vendor Management & Coordination
- Stakeholder Management
- Construction Documentation Review
- Delay Tracking & Mitigation
- Construction Analytics (Power BI)
- Resource Planning
- Real Estate & Infrastructure Project Management
- Microsoft Excel & PowerPoint
- Minutes of Meeting (MoM) Management

**Architect Rushikesh H.**

15-Jun-2023 - 04-Dec-2023

**24 Weeks****PROFILE:** intern

- Assisted in architectural planning, model development, and preparation of project documentation for residential and commercial projects.
- Coordinated with clients regarding project progress, design revisions, approvals, and deliverables to ensure alignment with project timelines.
- Reviewed and coordinated architectural, structural, and MEP drawings to support multidisciplinary design integration and timely drawing issuance.
- Collaborated with vendors and contractors to monitor procurement schedules, material availability, and execution quality requirements.
- Conducted site visits to assess construction progress, document deviations, and support execution monitoring and reporting activities.
- Prepared drawings, presentations, and progress reports for client and internal review meetings, strengthening communication and documentation skills.
- Facilitated coordination among design teams, consultants, site personnel, and clients, gaining exposure to project lifecycle management, scheduling, stakeholder coordination, and construction execution.

**CERTIFICATION DETAIL**

- Project Management- Initiation to success
- Project Initiation and Planning
- Corporate Finance Essentials
- Introduction to Corporate Finance
- Operations Management
- Six sigma Tools for Define and Measure
- Effective Interpersonal Communication for Business
- Capturing spatial data by photogrammetry for scanning and documenting Architectural Heritage

**ACHIEVEMENT DETAIL**

- **Anchor & Volunteer — 9th International Conference on Construction, Real Estate, Infrastructure and Project Management (ICCRIP 2025), NICMAR University, Pune (22–23**

**Aug 2025):** Anchored proceedings and volunteered in the successful execution of an international conference on construction, real estate, infrastructure, and project management, engaging academic and industry partners including L&T Construction, ICICI Bank, Tata Projects, and Hilti; received a Certificate of Appreciation for the contribution.

- **Head, Ecology Club "Vanaja" — B.Arch, Savitribai Phule Pune University:** Led a student-run ecology club, driving sustainability-focused campus initiatives and coordinating a student team — early leadership and stakeholder-engagement experience aligned with a sustainability-conscious approach to the built environment.