

ROLL NUMBER: P25700633**Ms. Krithika R**

Female

DOB

05-Nov-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- POWER BI
- STAAD PRO

PERMANENT ADDRESS

#625, 15th Cross, BDA Layout
Lingarajapuram Bangalore North, St
Thomas Town, Bangalore-560084,
Karnataka
City: Bangalore Urban
State: Karnataka
Pincode: 560084

LANGUAGE

- English
- Kannada
- Tamil
- Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.51	2027
B.Tech <i>Civil Engineering</i>	REVA UNIVERSITY	86.9	2023-Jun
Intermediate <i>Science (PCM)</i>	DEPARTMENT OF PRE-UNIVERSITY EDUCATION	66.33	2019-Mar
High School	KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD	78.4	2017-Apr

TOTAL WORK EXPERIENCE: 22 month(s)**VESTIAN GLOBAL WORKSPACE SERVICES PVT LTD**

01-Aug-2023 - 20-Jun-2025

1 Years, 10 Months, 19 Days**PROFILE:** Graduate Engineer -Trainee**1. Procurement Planning**

- Assist in developing project-specific procurement plans aligned with timelines and budgets.
- Maintain procurement schedules to track lead times and delivery milestones.

2. Vendor Management

- Identify, prequalify, and maintain a database of vendors, contractors, and suppliers.
- Float RFQs/RFPs, consolidate responses, and ensure compliance with project requirements.
- Coordinate vendor meetings, clarify queries, and obtain technical & commercial submissions.

3. Documentation & Compliance

- Prepare comparison sheets and procurement recommendation reports.
- Ensure vendor documents, certifications, and insurances meet compliance standards.

4. Cost & Budget Tracking

- Work closely with the cost management team to compare vendor quotes with budgets.
- Track committed vs. actual spend and highlight variances.
- Negotiation efforts to achieve cost savings.

5. Reporting & MIS

- Maintain procurement trackers, vendor performance records, and approval logs.
- Prepare periodic procurement status reports for client and management reviews.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 32 Weeks)**DEBRIQUE CREATIVE LABS PRIVATE LIMITED**

04-May-2026 - 04-Jul-2026

8 Weeks**PROFILE:** INTERN-Supply Chain Management Team

- Identify and coordinate with vendors across different locations.
- Assist in sourcing construction materials for projects across different states.
- Prepare vendor databases and maintain supplier records.
- Collect and compare quotations from multiple vendors, coordinating directly to secure necessary material documentation and timely project follow-ups.
- Create and process Purchase Orders (POs) using Zoho Books ERP while assisting in overarching procurement activities across multiple construction projects.

- Reconcile purchase bills and maintain comprehensive procurement documentation.
- Prepare monthly material expenditure and procurement tracking reports.

VESTIAN GLOBAL WORKSPACE SERVICES PVT LTD

13-Mar-2023 - 31-Jul-2023

20 Weeks**PROFILE: INTERN**

- Assisted in preparing RFQs, comparison sheets, and procurement documentation.
- Coordinated with vendors for quotations, compliance documents, and deliveries.
- Helped and maintained procurement trackers, vendor databases, and approval logs.
- Conducted market research on materials, suppliers, and cost benchmarks.
- Supported project team in aligning procurement schedules with project timelines.

L&T CONSTRUCTION

01-Jul-2022 - 02-Aug-2022

4 Weeks**PROFILE: INTERN**

- Assisted in safety inspections, quality checks, and project progress tracking, gaining exposure to core site management practices.
- Gained knowledge on material management, vendor billing, cashflow tracking, and reconciliation across procurement and accounts.
- Learned and contributed to formwork, reinforcement, structural execution, and MEP installations, ensuring compliance with standards.
- Learned in finishing works like plastering, flooring, and painting, while preparing reports and documentation for handover.

CERTIFICATION DETAIL

- Coursera-Managing Project Risks and Changes
- Coursera-Initiating and Planning Projects
- Coursera-Budgeting and Scheduling Projects