

ROLL NUMBER: P26600051

Mr. Rohit Namdev Kirte
Male

DOB

14-Jan-1999

TECHNICAL SKILLS

- Autocad
- MS Office
- RDASH

PERMANENT ADDRESS

Ekdant Society, Rajendra Guru
Nagar, Room no 201, B wing, 2nd
floor, Near Vidyatirth Classes, Neral,
Sub Dist. Karjat, Dist. Raigad.
410101.

City: Raigad
State: Maharashtra
Pincode: 410101

LANGUAGE

- English
- Hindi
- Marathi
- Japanese N4 Level

INTERESTS

- Travelling
- Kickboxing
- Watching Anime
- Reading Current Affairs

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
PGD-QSCM	NICMAR University, Pune	NA	2027
B.Tech <i>Civil Engineering</i>	University of Mumbai	67.17	2022-Aug
Diploma	G. V. Acharya Polytechnic, Shelu, Karjat, Raigad, Maharashtra	61.03	2019-Jun
Intermediate <i>Science (PCMB)</i>	Mumbai Divisional Board	50.00	2016-Feb
High School	Mumbai Divisional Board	80.60	2014-Mar

TOTAL WORK EXPERIENCE: 18 month(s)**Ensemble Fitout and Fixtures Private Limited**

13-Oct-2025 - 02-Jun-2026

0 Years, 7 Months, 20 Days**PROFILE:** Junior Executive Contracts

- Managed daily work trackers and coordinated contract-related activities across multiple sites.
- Assigned work to vendors and coordinated with site teams for timely execution.
- Obtained vendor quotations and prepared comparative statements for vendor and material selection.
- Negotiated and finalized vendor rates as per project requirements.
- Processed Work Orders (WO) and Purchase Orders (PO) for approvals and vendor issuance.
- Maintained WO, PO and MSA documentation in online project/site folders.
- Coordinated with vendors for material/work delivery and followed up on pending requirements.
- Followed up for signed and stamped invoices against respective WOs and POs.
- Coordinated vendor samples and supported client approval processes.
- Maintained online vendor databases and updated vendor details across multiple states.
- Updated procurement orders and vendor details in project management/procurement systems.
- Coordinated with site teams and vendors through the complete procurement and contract execution cycle.

Kalyan Dombivli Municipal Corporation

08-Oct-2024 - 07-Sep-2025

0 Years, 10 Months, 30 Days**PROFILE:** Junior Engineer

- Site inspection
- Maintaining Daily Record
- Updating site progress
- Quality Check
- Execution
- Checking Measurements

ACHIEVEMENT DETAIL

Gold in State Kickboxing Tournament