

ROLL NUMBER: H2570010



Ms. ANJANA P B
Female

Mobile Number: 7994630288

DOB

24-Oct-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- STAAD Pro
- BIM

PERMANENT ADDRESS

CHITHIRA (H) KORACHAN
KUZHIYIL PARAMBA VENGARI PO,
KOZHIKODE
City: Kozhikode
State: Kerala
Pincode: 673010

LANGUAGE

- MALAYALAM
- ENGLISH
- HINDI
- TAMIL

INTERESTS

- Drawing
- Crafting
- Singing
- Sewing

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University of Construction Studies, Hyderabad,Telangana	9.21	2027
B.Tech <i>Civil Engineering</i>	APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY	96.2	2023-Jun
Intermediate <i>Computer Science (CS)</i>	KERALA BOARD OF HIGHER SECONDARY EXAMINATIONS	98.17	2019-May
High School	KERALA BOARD OF PUBLIC EXAMINATIONS	95	2017-May

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 116 Weeks)

COLLEGE OF ENGINEERING TRIVANDRUM

01-Jun-2018 - 28-Jun-2019

56 Weeks

PROFILE: STUDENT

- Conducted population forecasting, demand analysis, and topographical data collection for future water needs (2052 horizon).
- Designed and simulated water distribution networks using EPANET and AutoCAD.
- Benchmarked network designs with published literature and prior models to validate results.
- Applied Genetic Algorithm optimization to achieve least-cost design while maintaining pressure and velocity criteria.
- Identified and resolved inadequacies in the existing system, proposing efficient, scalable and optimized solutions.
- Collaborated in a four-member team, preparing technical reports and delivering presentations to faculty panel.

Centre for Water Resources Development and Management (CWRDM)

27-Mar-2024 - 26-Mar-2025

52 Weeks

PROFILE: GRADUATE TECHNICIAN APPRENTICE

- Assisted the Executive Director in preparing monthly schedules and maintaining records of institutional activities and achievements.
- Efficiently supported the PA to the Executive Director by handling documentation, travel expense statements, vouchers, and other official tasks.
- Compiled and consolidated project reports from multiple divisions for review and submission.
- Coordinated with departments to streamline reporting and communication processes.
- Assisted in scientist recruitment-related processes.
- Managed office setup and technical arrangements (computers, networks, and presentations) for meetings in the Executive Director's office.
- Delivered tasks with accuracy and timeliness, ensuring smooth functioning of the ED's office.

Godrej Properties Ltd

15-May-2026 - 15-Jul-2026

8 Weeks

PROFILE: Intern - Contracts and Procurement

- Coordinated EOI processes and vendor registration on the Godrej Marketplace portal across multiple work packages, from outreach through deadline follow-up
- Prepared techno-commercial comparison statements, BOQs, and RFQs for work packages
- Drafted Contract Award Recommendations (CARs) for management approval
- Engaged in rate analysis with the Cost & Budgeting team

- Maintained a consolidated vendor tracking sheet, coordinated material sample submissions with vendors and site teams and
- Supported prequalification (PQ) processing of new vendors
- Ensured adherence to the department's 9-stage procurement SOP across all assigned packages

CERTIFICATION DETAIL

- ENGINEERS LICENCE
- COURSERA
- 2nd in CREATRIX conducted as a part of PANTHEON 7.0 organized by ICI CET Student's chapter
- 5 days Internship on Geo mapping
- 3 Day AUTOCAD Workshop
- DESIGN HEAD for PANTHEON tech fest conducted by ICI
- INDIAN CONCRETE INSTITUTE

ACHIEVEMENT DETAIL

- A Grade for State Level Maths Fair - working model, on the spot (2019)
- Licensed engineer grade A