

**ROLL NUMBER:** P25700288

**Mr. Atul Arya**

Male

**DOB**

23-Jun-2000

**TECHNICAL SKILLS**

- Advanced MS Excel
- Power BI
- MS Office Suite
- AutoCAD
- AutoCAD 3D
- MS Projects
- Primavera P6

**PERMANENT ADDRESS**

191, Sreerampur Road  
 North, \_x000D\_ Garia, South 24  
 Parganas, West Bengal-700084  
 City: South 24 Parganas  
 State: West Bengal  
 Pincode: 700084

**LANGUAGE**

- English
- Hindi & Bengali

**SUMMARY OF QUALIFICATION**

| Course / Programme                    | Board / University Name                          | CGPA/ (%) | Passing Year |
|---------------------------------------|--------------------------------------------------|-----------|--------------|
| MBA-ACM                               | NICMAR University, Pune                          | 8.85      | 2027         |
| B.Tech<br><i>Civil Engineering</i>    | MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY | 73.9      | 2023-Jun     |
| Intermediate<br><i>Science (PCMB)</i> | CBSE, KOLKATA                                    | 63.67     | 2019-May     |
| High School                           | CBSE, KOLKATA                                    | 77.9      | 2016-May     |

**TOTAL WORK EXPERIENCE: 19 month(s)**
**NIKHIL GROUP**

12-Feb-2025 - 14-Mar-2025

**0 Years, 1 Months, 2 Days**
**PROFILE:** Billing Engineer-Q.S.

**Project:** Balance work of **Rehabilitation and Upgradation** of Indapur to Wadpale Section of **NH-17** in the state of Maharashtra (**EPC Mode**).

 Project Cost: **457.90 Cr**

- **Preparing quantity survey and quantity take-offs** for imminent civil works.
- **Responsible Client & Sub-Contractor Monthly RA Bills**, ensuring accurate quantity and financial reporting.
- **Verified quantities from drawings and site measurements** to ensure accuracy in billing and project records.
- **Coordinated with consultants and contractors** for scheduling and timely execution of project activities.
- **Drafted, reviewed and distributed project correspondence and reports**, ensuring accurate and timely communication.
- **Managed material requirement estimates** to support **procurement planning**.
- **Monitored and reviewed project progress**, covering daily, physical and financial performance.
- **Analyzed project data and provided progress insights** to key project professionals for decision-making.

**Satish Aggarwal & Co.**

17-Jul-2023 - 08-Feb-2025

**1 Years, 6 Months, 22 Days**
**PROFILE:** G.E.T followed by Billing Engineer

**Project:** "**Corridor Efficiency Improvement** including removal of Black Spots in Lakhanpur-Samba section of **NH-44** from chainage km 16.300 to km 74.100 on **EPC mode in UT of Jammu & Kashmir** under **Bharatmala Pariyojna Phase-1**"

 Project Cost- **188 Cr + 10 % C.O.S.**

- **Preparing quantity survey and quantity take-offs** for imminent civil works.
- **Managed Client & Sub-Contractor Monthly RA Bills**, ensuring accurate quantity and financial reporting.
- **Prepared and reviewed project budgets** in coordination with senior management.
- **Led quantity verification from drawings and site measurements** for Change of Scope Proposals.
- **Drafted, reviewed and distributed project correspondence and reports**, ensuring accurate and timely communication.
- **Analyzed delay and supported preparation of EOT claims**, including review of relevant contract clauses.

- **Coordinated with consultants and contractors.**
- **Managed material requirement estimates** to support **procurement planning**.
- **Monitored and analyzed daily, physical and financial project progress**, providing insights to key professionals.
- **Managed and maintained project data on the NHAI Data Lake**, including RFIs, billing documents, progress reports and project videos.
- **Prepared and reviewed Sub-Contractor-wise Material Reconciliation Statements**, comparing actual consumption with estimated quantities.
- **Maintained and reconciled project records**, including billing documents, contracts and financial reports.

### INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 13 Weeks)

#### NBCC

04-May-2026 - 11-Jul-2026

**9 Weeks**
**PROFILE:** Project Management Intern

**Project: Construction of Residential Towers, Community Building and Commercial/Shopping Complex** including allied works at **Golf Homes Phase-II on Design, Engineering, Procurement and Construction (EPC)** basis including Comprehensive **Operation & Maintenance for 02 Years**

 Project Cost : **2100 Cr.**

- Conducted **pre-monsoon inspections** to identify waterproofing defects and recommend corrective measures.
- Developed and maintained **waterproofing progress tracking charts**, which were adopted by both the **client and contractor** for monitoring execution and reporting.
- Assisted in **project planning, scheduling, and progress tracking**, ensuring timely execution of waterproofing activities.
- Integrated **Microsoft Project (MSP)** schedules with **resource allocation**, enabling efficient financial tracking, manpower planning, and resource optimization throughout the project lifecycle.
- Monitored project progress, coordinated with site teams, and prepared **progress reports** to support informed decision-making and effective project control.
- Improved project monitoring by implementing structured tracking tools that enhanced project visibility, reporting accuracy, and execution efficiency.

#### State Highway Authority of Jharkhand

21-Jul-2022 - 20-Aug-2022

**4 Weeks**
**PROFILE:** Industrial Trainee

Worked as Industrial Trainee under Project Manager, Project Implementation Unit, Dhanbad under Construction of New Alignment 4 Lane Highway from Gol Building to Kanko Chowk, Dhanbad. Undertook responsibilities including Quality Control Tests, Site Execution & Plant Production.

### CERTIFICATION DETAIL

- Project Management with Prima Vera P6
- Power BI for Beginners: Interactive Dashboard Fundamentals
- PMI Essentials: Seven AI Project Patterns
- SAP PS (Project System)
- Geometric and Traffic Aspects of Highway
- Procore Certified: Project Manager (Core Tools)
- Complete Microsoft Advanced Excel