

**ROLL NUMBER:** P25700060**Mr. D Sree Balaji**  
Male**DOB**

29-Dec-2001

**TECHNICAL SKILLS**

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

**PERMANENT ADDRESS**

7-32, SESACHALAPURAM (V),  
MAPAKSHI PART  
City: Chittoor  
State: Andhra Pradesh  
Pincode: 517002

**LANGUAGE**

- English
- Telugu
- Hindi
- Tamil

**SUMMARY OF QUALIFICATION**

| Course / Programme                   | Board / University Name                                    | CGPA/ (%) | Passing Year |
|--------------------------------------|------------------------------------------------------------|-----------|--------------|
| MBA-ACM                              | NICMAR University, Pune                                    | 9.21      | 2027         |
| B.E.<br><i>Civil Engineering</i>     | ANNA UNIVERSITY                                            | 80.7      | 2022-Jul     |
| Intermediate<br><i>Science (PCM)</i> | BOARD OF INTERMEDIATE EDUCATION<br>CHITTOOR/ANDHRA PRADESH | 94.9      | 2018-Mar     |
| High School                          | BOARD OF SECONDARY EDUCATION<br>CHITTOOR/ANDHRA PRADESH    | 95        | 2016-Mar     |

**TOTAL WORK EXPERIENCE: 13 month(s)****MA CONSULTING SERVICES PVT. LTD**

01-Jun-2024 - 30-Jun-2025

**1 Years, 0 Months, 29 Days****PROFILE:** Graduate Engineer Trainee**Project Management Experience**

- Contributed to project planning, execution, and performance monitoring across structural and finishing phases, ensuring alignment with scope, timeline, and quality objectives.
- Collaborated with contractors, consultants, vendors, and clients to facilitate seamless coordination and timely issue resolution.
- Performed quality assurance and compliance inspections in accordance with approved drawings, technical specifications, and IS standards.
- Managed and maintained comprehensive project documentation including Daily Progress Reports (DPRs), inspection checklists, and material tracking records.
- Supported cost control processes by preparing and validating measurement sheets for contractor billing and payment certification.
- Oversaw site safety compliance, identified potential risks, and reported non-conformities to ensure adherence to safety standards.
- Project scheduling, resource allocation, and stakeholder communication to support on-time project delivery.

**INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 29 Weeks)****MA CONSULTING SERVICES PVT LTD.**

04-Jan-2024 - 31-May-2024

**21 Weeks****PROFILE:** INTERN

- Assisted in monitoring site execution activities, ensuring compliance with drawings, specifications, and quality standards.
- Prepared Daily Progress Reports (DPR), maintained documentation, and supported client/contractor coordination.
- Supported quality checks and inspections for concrete, reinforcement, and finishing works.
- Observed and reported safety practices, ensuring adherence to site safety protocols.
- Assisted in quantity measurement, billing support, and verification of contractors submissions.

**TRUBOARD PARTNERS**

04-May-2026 - 30-Jun-2026

**8 Weeks****PROFILE:** Asset Management

- Supported sales monitoring activities by reviewing DTD reports, MIS, charts, DPD ageing, and NOC processes.

- Assisted in construction monitoring by tracking project progress and understanding execution milestones.
- Conducted physical site progress verification to assess ongoing construction activities.
- Gained exposure to technical and financial due diligence processes for real estate projects.
- Verified work orders and contractor invoices to ensure documentation accuracy and compliance.
- Assisted in escrow monitoring and fund tracking for project financial management.
- Collaborated with project teams to maintain project records and monitor project performance.

### ACHIEVEMENT DETAIL

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#### G+5 Commercial Building

- Executed a G+5 commercial building project end-to-end, from planning and budgeting to execution and handover.
- Managed procurement, vendor selection, subcontractors, resource planning, scheduling, and cost control.
- Supervised civil works including excavation, RCC, reinforcement, formwork, concreting, masonry, plastering, waterproofing, finishing, and MEP coordination.
- Prepared and verified BBS, BOQs, quantity estimates, measurements, billing, and monitored material consumption and site productivity.
- Coordinated with clients, consultants, architects, suppliers, and authorities while ensuring quality, safety, statutory compliance, and timely project completion.

#### Additional Achievement:

Awarded a merit scholarship during undergraduate studies, covering full tuition fees, based on academic excellence in intermediate examinations.