

ROLL NUMBER: P25700298**Ms. Sejal Rathod**

Female

DOB

11-Jun-2002

TECHNICAL SKILLS

- AutoCAD
- MS Office
- lumion
- Vray
- Sketchup
- Revit
- MS Excel
- PrimaVera
- Microsoft Projects
- BIM

PERMANENT ADDRESS

N-12 D 52 / 2 T.V Centre , Hudco ,
Near Sambhaji Statue Chhatrapati
Sambhaji Nagar
Maharashtra,431001 8956224681
City: Aurangabad
State: Maharashtra
Pincode: 431003

LANGUAGE

- ENGLISH
- HINDI
- MARATHI

INTERESTS

- Dancing

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	7.92	2027
B.Tech <i>Civil Engineering</i>	DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY	71.53	2024-May
Intermediate <i>Science (PCM)</i>	HSC MAHARASHTRA	66.92	2020-Feb
High School	SSC MAHARASHTRA	90.2	2018-Mar

TOTAL WORK EXPERIENCE: 4 month(s)**PrimaVerse IDC LLP**

20-May-2024 - 30-Sep-2024

0 Years, 4 Months, 10 Days**PROFILE:** Junior Civil Engineer

Drawing Setup: Performed page setup, title block insertion, and layout configuration for engineering drawings as per project standards.

Pipeline Drafting: Inserted and modeled various utility pipelines, including sanitary sewer lines, stormwater drains, and water mains, ensuring correct alignment, slope, and connectivity.

3D Modeling: Assisted in generating and editing 3D surface models, alignments, and profiles within Civil 3D for site and utility works.

Quality & Standards: Ensured that all drawings adhered to company drafting standards, layer management, and file naming conventions.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 29 Weeks)**Impact Infraheight Pvt. Ltd.**

11-May-2026 - 11-Jul-2026

8 Weeks**PROFILE:** Procurement Intern

- Issued purchase orders (POs) and managed commercial negotiations with vendors to secure competitive rates for project materials.
- Handled end-to-end bill processing and invoice certification, performing three-way checks against POs, Goods Receipt Notes (GRN), and Material Receipt Notes (MRN) to prevent overbilling.
- Resolved inventory and billing discrepancies between site records and vendor claims, keeping project spend accurate and on track.
- Worked directly with site teams, vendors, and project managers to resolve delivery delays and ensure contract terms were met on time.

GVPR Engineers Limited

01-Dec-2022 - 30-Apr-2023

21 Weeks**PROFILE:** Intern

Survey Work, Plan Execution Work, Working Process of Components & Understanding to read structural drawing.

CERTIFICATION DETAIL

- Procurement, Bidding and Contract Analysis
- Professional Diploma In Civil CAD
- Construction Practice On-site

- Ethics in Engineering Practice
- Finance For Non-Financial Manager

ACHIEVEMENT DETAIL

1. Designed an Elevated Surface Reservoir in compliance with MJP guidelines , approved by Maharashtra Jeevan Pradhikaran (MJP).[<https://l1nk.dev/blILq>]
2. Second Runner-Up , Bridge Mania Inter-College Bridge Design Competition involving conceptual design and structural evaluation.
3. First Runner-up , (Firodiya Karandak, Purushotam Karandak).
4. Was part of web development team & NGO (Light Samvedna), affiliated with IIT Kharagpur.