

ROLL NUMBER: P25700709



Ms. Prerana Sapkale
Female

DOB

21-Mar-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office

PERMANENT ADDRESS

A-1206, Season Sahara, Near 50-50
Dhaba, Malang Gad Road,
Kalyan east, Thane
City: Thane
State: Maharashtra
Pincode: 421306

LANGUAGE

- ENGLISH
- HINDI
- MARATHI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	7.13	2027
B.E. <i>Civil Engineering</i>	MUMBAI UNIVERSITY	65.95	2024-May
Diploma	S.H. JONDHALE POLYTECHNIC	78.26	2020-May
Intermediate <i>Science (PCB)</i>	CBSE, MAHARASHTRA	73.2	2018-May
High School	CBSE, MAHRASHTRA	75.4	2016-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 8 Weeks)

Vinayak Chopdekar & Associates / A.R.C. & I.

04-May-2026 - 04-Jul-2026

8 Weeks

PROFILE: Site Execution

- Ensured compliance with project specifications, quality standards, and site safety regulations for smooth project execution.
- Coordinated daily site operations by managing manpower, contractors, subcontractors, and vendors to maintain efficient workflow and project productivity.
- Assisted in material planning, inventory monitoring, procurement coordination, and site logistics to ensure timely material availability and minimise project delays.
- Prepared and maintained project documentation, including Daily Progress Reports (DPRs), Monthly Progress Reports (MPRs), Minutes of Meetings (MOMs), inspection records, and other site reports.
- Supported the Project Manager in project planning, work scheduling, resource allocation, and coordination of construction activities to achieve project milestones.
- Identified potential construction risks, execution challenges, and proactively reported them to senior management for timely corrective action.
- Monitored construction progress to ensure adherence to approved drawings, technical specifications, quality requirements, and project timelines.
- Coordinated with clients, consultants, and project stakeholders to facilitate smooth communication, timely approvals, and effective issue resolution.
- Assisted in quality inspections, site measurements, and verification of completed work prior to execution and handover.