

ROLL NUMBER: P25700701

Ms. Sailee Ajit Sali

Female

DOB

11-Jul-2002

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Cost x
- Revit
- Naviswork
- Ms Excel
- Power Point Presentation
- BIM
- Power BI

PERMANENT ADDRESS

1302, JM Road , Shivajinagar, Pune-411005

City: Pune

State: Maharashtra

Pincode: 411005

LANGUAGE

- Hindi
- English
- Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	7.69	2027
B.E. <i>Civil Engineering</i>	SAVITRIBAI PHULE PUNE UNIVERSITY	65.6	2025-Jul
Diploma	BHARTI VIDYAPEETH'S JAWAHARLAL NEHRU INSTITUTE OF TECHNOLOGY (POLYTECHNIC),PUNE	79.58	2022-Jun
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION , PUNE	76.4	2018-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 42 Weeks)
Boxoffice Space

04-May-2026 - 04-Jul-2026

8 Weeks
PROFILE: Execution Intern

- Reviewed project drawings, BOQs, and site information to support execution planning, quantity verification, and progress monitoring for commercial interior fit-out projects.
- Maintained daily progress reports, execution trackers, and photographic records to document work status, pending activities, and project delays.
- Coordinated with vendors, procurement, design, and project teams to collect updates and monitor outstanding activities.
- Assisted in joint measurements and compared BOQ quantities with executed work to support quantity reconciliation and billing documentation.
- Prepared and tracked snag lists, monitored closure status, and supported quality checks against approved drawings.
- Consolidated daily and weekly project information into structured reports to support project reviews and decision-making.

Pune Municipal Corporation, Pune

01-Oct-2024 - 31-Mar-2025

25 Weeks
PROFILE: Trainee Junior Engineer

- Conducted field surveys of storm-water drainage infrastructure to record existing site conditions and identify maintenance and repair requirements.
- Reviewed public complaints received through the municipal portal, conducted site inspections, and coordinated with contractors to support issue resolution.
- Verified surveyed drainage alignments and site observations on maps to support accurate infrastructure records and maintenance planning.
- Reviewed tender-related documents and maintained project records for municipal works.
- Prepared site inspection reports and coordinated with departmental personnel and site teams to communicate observations and work status.

Maharashtra Metro Rail Corporation Limited

20-Dec-2023 - 19-Jan-2024

4 Weeks
PROFILE: Trainee Junior Engineer

- Supported engineers in site supervision and execution monitoring for metro infrastructure works.
- Assisted in coordinating daily site activities with labour teams and subcontractors under engineering supervision.
- Observed quality-control procedures and checked work against applicable project requirements under the guidance of site engineers.

- Gained practical exposure to infrastructure project execution, site administration, and coordination within a large public infrastructure project.

Swastik Developers

02-Aug-2021 - 10-Sep-2021

5 Weeks**PROFILE:** Trainee Junior Engineer

- Assisted in residential construction site supervision and monitoring of ongoing work.
- Supported quality checks of construction materials and workmanship under the guidance of site engineers.
- Assisted in material inventory tracking and coordination with site personnel and contractors.