

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 <i>Civil Engineering</i>	MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY	73.9	2023-Jun
Intermediate <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