

ROLL NUMBER: P26600019**Ms. SAMRUDDHI SURVASE**

Female

DOB

25-Mar-2003

TECHNICAL SKILLS

- Autocad
- MS Office
- ERP

PERMANENT ADDRESS

C/O 3/4 Powai Collorination Housing
Society, Vikhroli Jogeshwari Link
Road, Opp I.E.E.S School, Powai
Sakinaka, Mumbai, Maharshttra
400072

City: Mumbai City
State: Maharashtra
Pincode: 400072

LANGUAGE

- HINDI
- English
- Marathi

INTERESTS

- Listening Music
- Travelling

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
PGD-QSCM	NICMAR University, Pune	NA	2027
B.E. <i>Civil Engineering</i>	Mumbai University	61.83	2024-Jul
Diploma	Government Polytechnic Mumbai	82.28	2021-Jul
High School	Maharashtra Board	78.20	2018-Mar

TOTAL WORK EXPERIENCE: 22 month(s)**UK Realty**

13-Jan-2026 - 25-Jun-2026

0 Years, 5 Months, 12 Days**PROFILE:** Contracts Engineer

- Managed end-to-end contract administration, including drafting & reviewing of documents.
- Prepared, reviewed, and finalized BOQs, work orders, and contract documents in line with project requirement
- Floating tenders to various vendors & collect quotations, preparation of Comparison statement.
- Scheduling meeting of contractors regarding specified work.
- Site visits for contractors.
- Assisting in Technical and commercial negotiation with contractors.
- Preparation of work order
- Coordination with site teams & contractors for any dispute and timely completion of work.

Arkade developers Ltd

25-Jun-2024 - 02-Dec-2025

1 Years, 5 Months, 7 Days**PROFILE:** Graduate Trainee Engineer

- Project: Arkade Pearl at Vile Parle East (G+8).
- On site experience in execution of RCC and finishing activities.
- Study Drawings, Preparation of BOQ.
- Bill certification by on site measurements checking.
- Estimation of Quantities as per drawing.
- Floating tenders to various vendors & collect quotations
- Preparation of Comparison Statements.
- Preparation of work order and assigning of work order to vendors.

CERTIFICATION DETAIL

- autocad