

**ROLL NUMBER:** P26600041

**Ms. Ghodke Prajakta Rajesh**

Female

**DOB**

12-Oct-2000

**TECHNICAL SKILLS**

- AutoCAD
- MS Office
- Far Vision ERP

**PERMANENT ADDRESS**

89/9, Bismilla Chawl, Takiya Ward,  
 Market Galli, Kurla West, Mumbai  
 400070  
 City: Mumbai Suburban  
 State: Maharashtra  
 Pincode: 400070

**LANGUAGE**

- Marathi
- English
- Hindi

**INTERESTS**

- Listening Music

**SUMMARY OF QUALIFICATION**

| Course / Programme               | Board / University Name            | CGPA/ (%) | Passing Year |
|----------------------------------|------------------------------------|-----------|--------------|
| PGD-QSCM                         | NICMAR University, Pune            | NA        | 2027         |
| B.E.<br><i>Civil Engineering</i> | University Of Mumbai               | 74.25     | 2023-May     |
| Diploma                          | NJBSPM's Shantiniketan Polytechnic | 63.21     | 2019-Dec     |
| High School                      | State Board of Maharashtra         | 75.20     | 2016-Jun     |

**TOTAL WORK EXPERIENCE: 54 month(s)**
**Vaswani Projects Pvt Ltd**

01-Aug-2024 - 02-Jul-2026

**1 Years, 11 Months, 1 Days**
**PROFILE:** Sr. Executive- Budgeting, Costing and Billing

- **Preparing budget of entire project. Projects-** Redevelopments of Haresh Bhuvan Bandra west, Juhu Sun N Sea Apartments, Andheri Indra Darshan, Utsahi Maratha Mandal Bandra,
- **Analyzing cost of the construction.-** Vaswani Avania Bandra, Vaswani Seascape Juhu
- **Calculating project feasibility and drafting report.** Redevelopment of Andheri Indra Darshan CHS, Utsahi Maratha Mandal Bandra, River Valley, Dahisar.
- **Preparing AOP of the project-** Vaswani Avania Bandra, Vaswani Seascape Juhu, Utsahi maratha mandal, Andheri Indra Darshan
- **Relationship management between vendor and client.** Vaswani head office, Avania, Seascape, Vista One.
- **Carpet area verification from drawings against DA's.-** Avania, Seascape, Utsahi, Indra Darshan, Kusum Villa,
- **Rate negotiation with vendors.** Vaswani head office, Avania, Seascape, Vista One.
- **Calculating quantities of various building materials.** Vaswani head office, Avania, Seascape, Vista One.
- **Verifying bills of various construction activities.** Vaswani head office, Avania, Seascape, Vista One.

**Sheth Creators Pvt Ltd**

27-Dec-2021 - 27-Jul-2024

**2 Years, 7 Months, 0 Days**
**PROFILE:** Junior Engineer

**Project- Irene, Malad**
**G+55 storey high rise residential building.**

- Executed a diverse range of civil RCC & finishing work activities including tiling, carpentry, gypsum work, internal and external painting, etc.
- Coordinated interdepartmental billing operations, ensuring seamless communication and collaboration between teams.
- Maintained meticulous records of billing activities, and other documents ensuring accuracy and transparency in every aspects.

**CERTIFICATION DETAIL**

- Training course in building constructions
- Project safety certificate