

RESUME

Nikita Ravindra Wagh, BE Civil

Address : 9/6 swami samarth building, Kalptaru colony A , karve nagar , Pune.

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Objective:

Seeking an opportunity to work in your esteemed organization in Engineering where I could use my skills & could make substantial contribution for the growth of Company as well as for personal development.

Work Experience:

1. Organisation:- Balaji Builders,Baner, Pune.

Sector:-Residential cum Commercial (G+10)

Project Site:-Oriana Crest

Site Location:- Wakad, pune

Working Period:- 1st Feb 2017 to 15th April 2019

Role:-Purchase Engineer

Office Work:- Contractor work Order, Taking Market rate, Negotiation with suppliers & Purchase order, attending meeting with sales manager, Rate Comparison statement, Bill checking, Site DPR, Rate Comparison statement, Taking updates from site.

2. Organisation:- Avian Global Pvt Ltd, Prabhat Road, Pune.

Sector:- Bio-safety Lab (B1,B2&B3)Trunkey Project

Project Site:- Sai Shraddha Lab

Site Location:- Hinjewadi,Pune

Working Period:- 22nd April 2019 to 30th Aug 2020

Role:-Jr. Engineer & Purchase Engineer

Office Work:- Estimation, Contractor Billing, Contractor work Order, correspondence, Reconciliation, BBS, attending Meeting, Site Visit, Taking Market rate, Negotiation with suppliers & Purchase order, attending meeting with sales manager, Rate Comparison statement, Bill checking, Site DPR, Auto-cad Drafting, Taking updates from site, Rate Analysis.

3. Organisation:-M/s. R.J. Buildcon Pvt Ltd,Pune.

Sector:- Roads & Highway

Project:-

i)Rajiv Gandhi InfoTech Park Ph-I...Construction of cement concrete road from IOC petrol pump upto Shivaji Chowk-(CC Road)15.34Cr.**Location:-** Hinjewadi,Pune.

ii) Development of Concrete Road in sector No. 20 Krushna Nagar in ward No. 11(CC Road, Sewer Work, Water Supply work).-12.37 Cr. **Location:-** Krushna Nagar,Pune.

iii) Improvement to Malegaon- Nila- Talani- Limbgaon-Jaitapur-Road-MDR - 22 KM 3/00 TO 8/00 & 12/00 TO 15/00,TQ. & DIST., (Bituminous Macadam work)- 4.65 Cr. **Location:-** Malegaon, Nanded.

iv) Improvement to SH- 61 Malegaon Sawargaon Kondha Ardhapur Latifpur Jambhrun Kaladgaon Yelegaon Khairgaon KD Road MDR -102 KM 0/00 TO 30/00 TQ. ARDHAPUR DIST. NANDED.(Nabard), (Bituminous Macadam work)- 19.87Cr. **Location:-** Malegaon, Nanded.

v) Improvement to SH- 61 Malegaon Sawargaon Kondha Ardhapur Latifpur Jambhrun Kaladgaon Yelegaon Khairgaon KD Road MDR -102 KM 0/00 TO 30/00 TQ. ARDHAPUR DIST. NANDED.(FDR) ,(Bituminous Macadam work)- 11.11 Cr. **Location:-** Malegaon, Nanded.

Working Period:- 7th Sept 2020 to Present

Role:- Estimation and Billing Engineer, Tender Executive & Correspondence

Office Work:-

- **Estimation, Billing & Correspondence:-** Estimation, BBS, Dept. RA Billing, Rate Analysis, Contractor work Order, Purchase Order, Hire Agreement, Mail Drafting, letter writing/correspondence (Marathi, English), Maintain all Incoming and outgoing correspondences, Reconciliation, Comparison statement, Bill checking, Site DPR & MOM, Contractor RA Bill, Excess saving Estimate, Taking updates from site.
- **Tender Dept. Responsibility :-**
 - Search and identify relevant tenders from tender websites, central and state government procurement portals and others.
 - Study the tender document thoroughly and check the eligibility criteria, scope of work etc.
 - Preparing Pre bid points/queries in order to raise the company concerns.
 - Preparation, Processing and Submission of on-line Tenders as per schedule. Scan & Upload documents online and make final submission in hard copy if required.
 - Make online payments like EMD, Tender Fees, Tender Processing Fees.
 - Keep track of corrigendum's, addendums posted on tender related sites.

- Follow up on results of tenders and their analysis in order to generate valuable information.
- Prepare & Execute Performance Bank guarantee / Contract Agreement on award of contract.
- In case of unsuccessful bidder, applying for refund of EMD, Tracking of EMD refund payment by making constant follow-up.
- Update data for tender preparation time to time.

Educational Review:

Academic	Institute	Board/ University	Year of passing	Percentage
BE Civil	SCSMCOE, Nepti, Ahmednagar	Pune	2016	64.73%
DCE	K.B.P Polytechnic, kopargaon, Ahmednagar	MSBTE, Mumbai	2013	64.21%
HSC	Residential arts,comm. & sci. JR. college,Ahmednagr	Pune	2010	56.50%
SSC	MTKV , Kedgaon, Ahmedngar	Pune	2008	72.92%

Software Skills:

- MS Word
- MS Excel
- STAAD PRO.
- AUTO CAD
- MS-CIT
- Primavera
- ERP(Only Demonstration)

Project Work:

- FINAL YEAR PROJECT (DEGREE):
Project Name: "Feasibility Analysis of Watershed Management at Nimblak-Islak Village.Ahmednagar"
- FINAL YEAR PROJECT (DIPLOMA):
Project Name: "Advanced Dry Construction Technology"

Strengths:

- Hardworking, Multitasking and honest with work.
- Ability to work in a team and good at building human relations.
- Friendly nature.
- Management skills.
- Self-motivated to produce results.

Hobbies:

- Listening music
- Carom
- kabaddi

Personal details:

Full Name : Ms. Nikita Ravindra Wagh
Permanent Address : Bungalow No 53, Ambikanagar Kedgaon,
Ahmednagar.Maharashtra-414005
Marital status : Single
Contact no. : 8888438709
Date of Birth : 20 April 1993.
Languages known : Marathi, English, Hindi.

Declaration:

I HERE BY DECLARE THAT THE ABOVE WRITTEN PARTICULARS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE: Pune

Nikita R. Wagh