

Resume

Name: Mrs. Rajani Nitin Bhosale

Country: INDIA

Current Location: Kurduwadi

Mobile: 9881588286

Email ID

Email Address:rajani22.bhosale@gmail.com

Current Professional Details

Total Experience: 10Year(s)

Current Annual Salary: 4.55 Lakh(s)

Current Industry: Construction/Engineering

Functional Area: Estimation, Contracts & Billing Engineering

Key Skills: Planning, Contracts, Billing, Estimation & Supervision in...

Education

Basic/Graduation: Diploma

Specialization: Civil

University / Institute: Govt. Polytechnic Solapur (MSBTE)

Year: 2011

Employment Details

Current Employer: Ar. Sharadchandra Bhosale & Asso.

Designation: Contracts & Billing Engineer

Duration: May. 2013 to till today

Job Profile: Billing, Estimation, Extra Work Changes

Job Profile Technical –

Estimation & Contracts -

- Preparing Tender Booklets
- Co-ordination with architect for design & drawings.
- Vendor Database Development and Vendor Evaluation.
- Sending Expression of Interest
- Vendor short listing
- Preparation of tender documents
- Floating enquiries for Tenders & inviting quotation for the same.
- Conducting pre-bid meeting to address and clarify queries in the tender documents
- Techno commercial evaluation through comparative statements & analysis of comparative statement with respect to approved budget.
- Negotiation and finalization of contract with sub contractors, preparation of work order & contracts.
- Intimation to unsuccessful vendor about the award of work.
- Maintaining the all records related to contracts e.g. Indents, Work Orders, Advances, completion dates, MIS etc.

Billing -

- Billing of all construction activities of Building & Development works along with Finishing Items, taking measurements for correctness and accuracy, Preparing Invoices.
- Preparing monthly Billing Status & Activity completion status reports.
- Preparing cost variation reports (Estimated vs. Actual) for final bills.
- Analyzing the requirements of the project and preparing the Amendments/Estimations accordingly.
- Inspect the works undertaken for compliance with required quality and good workmanship practice
- Coordinating inter-departmental billing operations and maintaining a record of the same.
- Reconciliation of materials.
- Maintaining Joint measurement records with contractor and preparations of bills & Other correspondence.
- Preparing documents for internal & external audits.
- Maintaining a proper record of Salient features of the Contract, Important Submittals, Observation on important Clauses.
- Assisting the Chief Engineer various construction projects.
- Regular meetings with the Project-Team and contractor representatives to discuss project progress, etc.
- Undertake regular site inspections and chair meetings with contractor to assess, program and quality.
- Issue minutes of meetings and progress reports to project team.
- Aware all Labour Compliance details to all contractor with help of Labour compliance officer.
- Prepare all Debit and credit note related to project.
- Preparation of Excess – Saving Statements.

Most Experience in -

1. Workout Quantities of R.C.C. and Finishing.
2. Preparation of B.O.Q.
3. Preparing Bar Bending Schedule.
4. Preparation of reconciliation reports.
5. Field verification of actual work done by the Contractor.
6. Workout the Rate Analysis.
7. Co-ordination with stores / planning /contracts department.
8. Preparation of Cost Implication reports.
9. Preparation of Excess – Saving Statements.
10. Prepare Weekly Report
11. Prepare Cash flow report monthly.
12. Preparing Scheme Work Completion Report.
13. Reading & Working Engg. Drw. & Structural Drw.

Project Details

1. Basic Infrastructure of APMC Modnimb – As Estimation, Contracts & Billing Engineer.
2. APMC Karmala Auction Halls - As Estimation, Contracts & Billing Engineer.
3. Internal R.C.C. Roads & R.C.C. Pipe Gutter for APMC Solapur - As a Estimation, Contracts & Billing Engineer.

4. Construction of Godawn, Weigh Bridge, Hamal Bhawan for APMC Dudhani - As Estimation, Contracts & Billing Engineer.
5. ZP Solapur Shopping Complex at Madha - As Estimation, Contracts & Billing Engineer.
6. Kurduwadi Nagar Parishad Shopping complex Kurduwadi – As a Estimation, Contracts & Billing Engineer.
7. Shopping complex for APMC Sangola - As a Estimation, Contracts & Billing Engineer.
8. Bedana Sale Hall, Hamal Bhawan, Sabha Mandap, Repairing of Cold Storage, Dalimb Sale Hall At. APMC Solapur.

Skills

M.S.Office Computer Course,
M.S. Excel & M.S. Office
MS-CIT
Auto Cad
iknow Estimation Software

Desired Job Details

Preferred Location: Pune (Pimpri-Chinchwad)
Job Type: Permanent
Employment Status: Full Time
Acceptation Annual Salary: 5.20 Lac(s)
Lead time to join: Immediate

Languages Known

English: Proficient (Read, Write, Speak)
Marathi: Proficient (Read, Write, Speak)
Hindi: Proficient (Read, Write, Speak)

Personal Details

Date of Birth: 22 Dec, 1991
Gender: Female
Marital Status: Married
Mailing Address:rajani22.bhosale@gmail.com
City: Kurduwadi
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