

RITESH GOTADKI

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Pune, Maharashtra – Current Location



PROFILE SUMMARY

Experienced Contract Specialist bringing over Four years of experience with Site, MQC, Billing and Contracts administration. Expertise includes contract management, negotiation (cost & contract terms), contract development, building strong working relationships with clients and satisfying deadlines. Approaches tasks with purpose and determination to ensure optimal results are achieved.

WORK EXPERIENCES

Engineer - Contracts at VTP realty

May 2023 at present

- Supervision of Contracts Department including Performance Reviews.
- Preparation of Detailed rate analysis with current market rates
- Responsible for the preparation of Contract Strategy including identifying the appropriate Bidders List for Remediation Projects.
- Responsible for the bid preparation for Remediation Projects including processing queries from bidders, preparation of bid evaluation programmers, evaluation of bids, negotiation and award of execution contracts.
- Responsible for post-award activities including conducting kick-off meetings and coordinating all contract submitter and correspondence.
- Drafting of contract documents, framing terms & conditions according to the work or the contract value.
- Responsible for the preparation and processing of Adjustment Orders and claims.
- Responsible for the field execution contract close out including final account documentation.
- To read, understand and implement the Company Safety Policy and the arrangements describes in the Company and area Safety Management System documents.
- Prequalification of bidders.
- Software friendly ERP(in4suite) and SAP.
- Vendor Development.

Engineer - Contracts at Kundan Spaces

APR2022-MAY23

- Verification of Data Received from Site & immediate superior.
- Preparation of detailed Rate Analysis of all items.
- Inviting Quotations (3minimum) for the works to be awarded.
- Check the order of quotations & Preparing comparative statements between different Vendors.
- After final negotiations preparing Work Orders with detailed specifications.
- Verification of Data Received from Site & immediate superior.
- Resolving / escalating issues in a timely fashion and delivering within the deadline.
- Maintaining bill register and bill tracking system.
- Analytical checking of bills.
- Bills checking & processing with respective work orders.
- Costing for extra work/rebate & preparing variation order.
- Coordination with Sites, Architects, Consultants, contractors, and accounts.
- Software friendly ERP(Strategic).
- Other duties as directed.

JE in MQCC (Material Quality Consumption & Control) at**VJ Developers**

SEP2021- MARCH2022

- Preparing GRN (Goods Receipt Note) in ERP.
- Preparing material indent in ERP.
- Performing mock-up material test on site before finalization of the products.
- Estimating quantities & cross verifying with site team before indenting.
- Taking ordered material follow-up for the ongoing site work.
- Checking MTC of material.

Site Engineer, Shreedev Construction

JULY2017 to AUG2018

- Performed RCC Conventional building with Ground+5 Stories.
- Planning & execution of work as per design & drawing.
- Supervision of working labor to ensure strict conformation to methods, quality & safety.
- Preparation of daily, weekly, monthly, reports on work progress (key performance indicator) & evaluating as per the planned schedules.
- Coordination with RMC plant for concrete consumption.
- Material management on the site.
- Coordination with contractor regarding turnkey basis work.

EDUCATION

- **Bachelors in civil engineering,**
Angadi institute of technology & management, Belgaum, Karnataka, India.
AUG 2018 To AUG/2021
- **Diploma in Civil Engineering,**
Shaikh College of Engineering & technology Belgaum, Karnataka, India.
June/2014 – May/2017
- **School,**
B. K. Model High School Belgaum, India

SKILLS

- Organization skills - able to priorities.
- Good organizational, experienced in risk management and project management skills.
- Positive, motivated attitude with proven client engagement skills.
- Demonstrated competence in several other Project Management Skill Areas including Planning, Scheduling, and Project Controls.
- Expert proficiency in the contracting / subcontracting skills area of the project management job family.
- High-level problem-solving skills to resolve complex and sensitive issues.
- Extensive proven experience in the ability to assess contract compliance.

PERSONAL DETAILS

- DOB - 25/MAY/1999
- Language - Marathi, Hindi, English and Kannada.
- Native Address - Sheri galli 484/A2, Behind Anupam Hotel, Belgaum 590001, Karnataka India.

SOFTWARE SKILLS

- Auto CAD
- M S Office
- ERP - SAP, In4suit, Strategic and Farvision