

# RESUME



Name :- Ms.Pradnya Jagdish Pawar

Address: -Sollana Socirty block B, Dange

Chowk Pune, Maharashtra,

Pin Code-412219

Contact No.: 7218882056

Email id: [pawarpradnya2016@gmail.com](mailto:pawarpradnya2016@gmail.com)

## ❖ OBJECTIVE OR SUMMARY STATEMENT

A hard working, dependable and young engineering graduate as a Civil Engineer in 2021 with the ability to work both independently and in a team. I have 3+ years' experience in working in challenging environments and time bound projects. Sound technical knowledge, systematic analysis and relevant job experience has now given me the confidence & determination to embark on a career in Proposal, Billing and Estimation costing.

## ❖ PROFESSIONAL EXPERIENCE

Employer	Position held (job title)	Date from:	Date to:
Godrej Properties (CIEL)	Billing Engineer	10th June 2024	Till date.

**Overview of scope and responsibilities:** As a Billing Engineer I Am doing billing of 1 project (residential building). My responsibility for this position is as follows,

- 1) Checking RA Bill.
- 2) Taking joint measurements.
- 3) Checking Quantities.
- 4) W/O Amendment quantities verify & confirm to the contracts team.
- 5) Maintain records of billing work.
- 6) Preparing project summery.
- 7) Reconciliation.
- 8) Resolve billing related issue or payment issue.
- 9) Preparing Debit Details.
- 10) Final Bill verify & debit recoveries.
- 11) Handling BG documents.
- 12) Preparing debit summery

Employer	Position held (job title)	Date from:	Date to:
Engineers Horizon	Billing Engineer	15th July 2022	10 <sup>th</sup> June 2024
<p><b>Overview of scope and responsibilities:</b> As a Billing Engineer I Am doing billing of 2 projects (residential building) area of both building is 41977sqft &amp; 43056sq.ft, Turnover of this is company is 180cr. My responsibility for this position is as follows,</p> <ol style="list-style-type: none"> <li>1) Preparing RA Bill</li> <li>2) Taking joint measurements</li> <li>3) Checking bills.</li> <li>4) Maintain records of billing work.</li> <li>5) Preparing of project summery</li> <li>6) Reconciliation.</li> <li>7) Resolve billing related issue or payment issue.</li> </ol>			

## ❖ RELEVANT SKILLS

### ➤ Technical Skills

SKILL	PROFICIENCY
Preparing RA bill	9/10
JMR checking on site	9/10
Quantity takes off manually	9/10
BBS preparation & approval	8/10
Reconciliation of bills.	9/10
Amendment of W/O	9/10
Handling SAP Application	8/10

## ❖ Professional skills

SKILL	PROFICIENCY
Billing data management skill	8/10
MS Project	8/10
Auto cad	8/10
Work in stipulated time period	8/10
Time, Scope & Cost Management	8/10
Risk Management	8/10
Budget Control	8/10
SAP User	8/10

### Personality Traits

SKILL	PROFICIENCY
Verbal, written & spoken communication skills	8/10
Decision making ability and Leadership skills	8.5/10
Numerical & Reasoning ability	8.5/10
Interpersonal Intelligence	7/10
Conflict Resolution	8.5/10
Openness to change	9/10
Emotional stability	7.5/10
Self Motivation	8/10
Self Confidence	8.5/10
Team Player	8/10

### ❖ Educational Details

Educational Qualifications				
University/Institution	Degree/Diploma	Type of study	Date started	Date completed
Savitri bai Phule University, Pune	BACHELOR'S DEGREE IN CIVIL ENGINEERING (B.E. CIVIL)	FULL TIME	2018	2021
MSBTE	DIPLOMA IN CIVIL ENGINEERING	FULL TIME	2015	2018

### ❖ Professional Qualification

Name of organization	Grade	Mode of Learning	Year gained
Paper publish on green building (Global India)	--	---	2017-18
Auto cad course Certification	A	CLASSROOM TRAINING SESSION	2020
SAP Course certification	70%	CLASSROOM TRAINING SESSION	2023
Estimation Costing certification	--	CLASSROOM TRAINING SESSION	2024