

# Shradha Vankudre

## Billing & Estimation Engineer

[shradhavankudre10@gmail.com](mailto:shradhavankudre10@gmail.com)

+91 9763823708 | PUNE

A result driven professional with **5+ years** of overall experience. Having diverse experience of Estimation as well as Billing for **MIVAN and Conventional, multi-acre Residential & Commercial projects**. Expertise in Quantity estimation Billing, and Surveying related activities.

### Experience Summary

**Godrej properties Ltd (Mahalunge Township)**

**(CIEL Group Companies/Pune)- Billing Executive (March.2024 – Till date)**

#### Work Profile and Responsibilities:

- Experienced billing executive with a strong background in construction and real estate billing operations. Currently working at the prestigious Mahalunge site R7A, Fire Station & R9 sector.
- Verified all billing related documents as per internal checklist and contractual requirements before processing.
- Ensured Zero discrepancies by cross checking quantities, contractor claims and BOQ items before final bill submissions.
- Cross-check quantities claimed in contractor's bills against actual work done on-site.
- Ensuring compliance with contractual terms and tax regulations.
- Maintaining and uploading bills to SAP BTS, preparing service entry sheet (S.E.S), GRN etc.
- Managing reconciliation of quantities, material and payments.
- Handle security documents like ABG / BG, ensuring authorization and coordination for renewals.
- Recover Mobilization and other advances from contractor in line with contract terms and handle order amendments.
- Coordinate with contract, purchase and accounts departments for bill certification and payment follow ups.

### Skills

- Quantity Estimation and Surveying
- for MIVAN and Conventional
- BOQ Preparation
- Rate Analysis
- BBS for footing, Beams, Columns, Slabs,
- NS walls, Staircase, UGWT
- Steel Management
- Clint Billing
- Subcontractor billing
- Strong analytical and mathematical skills

### Certifications

- Digital Engineering drafting using Auto Cad
- Architectural 3D Modeling using 3D Studio MAX

### Software Known

- MS Office
- AUTOCAD
- BTS
- SAP(PERSUING)

### Education

- Graduation (2018) – Civil Engineering  
D.Y. Patil College of Engineering,  
Shivaji University Kolhapur - 66.63%
- Diploma - Civil Engineering (2015)  
Government Polytechnic, Kolhapur. - 71.13%

## **Previous Work Experience**

- **Group Surya, Akurdi, Pune** – Estimation & Costing Engineer (June 2023 – Feb.24)

### **Work Profile and Responsibilities**

- Study project specifications, drawings, and tender documents.
- Review RFQs (Request for Quotation), and client requirements.
- Attend client meetings to review project scope, technical specifications, and expectations.
- Perform detailed Estimate from engineering drawings, on site Data & as per client requirement.
- Perform rate analysis for various activities using updated market prices and productivity norms Include components like materials, labor, tools, plant, overheads, and profit.
- Preparing bar bending schedule (BBS)
- Prepare detailed Bill of Quantities (BOQ).
- Maintaining of all transmittals and drawing documentation.
- Attend site visits to verify work progress and coordinate with on-site teams.
- Monitor progress as per schedule or project milestones.
- Collaborating and coordinating with clients and engineers for various tasks.

- **Taywade Patil & Associates Kolhapur** – Estimation Engineer (Oct 2020 – Jan 2023)

**Project Handled** – residential & Commercial Projects (Mivan and Conventional)

### **Work Profile and Responsibilities**

- Review project tender documents, technical specifications, drawings, and BOQs
- Understand scope, client requirements, and project timelines.
- Prepare initial cost estimates and budgets during the planning phase.
- Prepare accurate cost estimates for materials, labor, equipment, subcontracting, and overheads.
- Preparing bar bending schedule (BBS)
- Prepare detailed Bill of Quantities (BOQ).
- Prepare detailed estimates using the latest State SSR (Schedule of Rates).
- Extract quantities from drawings and technical documents.
- Maintain estimation records, price databases, and regularly update unit rates.
- Inspect ongoing work to ensure it aligns with drawings, specifications, and quality standards.