

RESUME

PADMAJA AVINASH THORWAT

Mobile No. – 8805109205

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SUMMARY:

An adaptable, self-motivated & Technically competent Post Graduate Professional with 10+ years of successful career in the gamut of estimation & contracts management; Ability to adapt to fast changing technical environments and up gradation and integrations to latest developments, currently spearheading efforts as Est., Contract & Billing Engineer with Aishwaryam Group.

SKILLS:

Vendor Analysis, Vendor Finalisation, Contract negotiation, Rate Analysis, Contracts Drafting, Quantity survey, Material Reconciliation, Quotation Analysis, Budget Estimation, ERP Coordination (Stockup, Highrise)

Work Experience (4 years):

Current Employer:

Company Name: Aishwaryam Group

Duration: Since March 2023 - Till Date

Role: Estimation, Contract & Billing Engineer.

Responsibilities:

- Interact with the Project manager & project Engineer to ascertain that certification as per drawing & proper Execution as per Plan.
- Client Bill Preparation, Checking Subcontractor bill, etc.
- Checking & approving the quantities for the items.
- Assisting Contract Manager in Certification of bill of Contractor, Vendors & Consultants for the Project.
- Management Approval for Budgeting.

By Using ERP (Stock Up) & Highrise Application we maintain all Billing Activities.

- Creating Budget to related construction items.
- Making Work Order.
- Budget Scheduling.
- Material Requisition.
- Revoke Budget & Approved it from Client.
- Work Order & RA Bill update in SAP.
- Vender Bill Inward & Bill Tracking.

- Creating Debit Note & approve it from Client, Advance Payment Request to Client.
- Consumption Report after casting of slab.
- Creating Consultant Bill, Labour bill, Machinery Bill, Subcontractor Bill.

Aishwaryam Insignia (B2+B1+GF+24th + 25th Recreational Floor – 3 Tower and GF+12th Floor (Mhada) – 1 Tower)

Previous Employer:

Company: DENASA BUILDCON

Duration: 25th MAY2017-17 DEC 2019

Role: PROJECT CORDINATOR

Job Responsibilities

- Preparation of estimate quantity as per dwg. For material and labour budget, comparison/cross verify estimated quantity against actual qty., prepare and budget budget as per actual consumptions.
- Preparation of scope of work and terms and conditions, advance, debit, mou against varies activities.
- Site Visits for Contractual communication.
- Coordination with site team regarding ongoing activities, material budget, specification, work order, material reconciliation.

By Using ERP (STOCK UP) Application we maintain all Project Activities.

- Preparation of Material, Labour and Task Library, Define WBS, Edit Estimate, prepare material and labour budget, add contractor, Enquiry, Quotation Comparison, Work order Preparation, Work completion work order wise, RA bill generation, material Requisition and issue, Material receipt summary, reconciliation of material, etc.

➤ **INDUSTRIAL PROJECTS**

Previous Employer:

Company: PHARANDE SPACES

Duration: 18th June 2015 to 5th Sept 2016

Role: BILLING ENGG

Job Responsibilities

Projects

- Interact with the Project manager & project Engineer to ascertain that certification as per drawing & proper Execution as per Plan.
- Client Bill Preparation, Checking Subcontractor bill, etc.
- Checking & approving the quantities for the items.
- Assisting Contract Manager in Certification of bill of Contractor, Vendors & Consultants for the Project.
- Management Approval for Budgeting.

By Using ERP QUDRA Application we maintain all Billing Activities.

- Creating Budget to related construction items.

- Making Work Order.
- Budget Scheduling.
- Material Requisition.
- Revoke Budget & Approved it from Client.
- Work Order & RA Bill update in SAP.
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PUNEVILLE (P+ 22ND FLOOR -8 Tower (2PHASE)

Interpersonal Skills

- Work as team member and believe in teamwork.
- Professionally committed and responsible. Adapt easily to new situations.
- Maintain focus in demanding work environments, under deadline and pressure conditions. Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.
- Excellent interpersonal skills; organized, professional, diplomatic, cooperative, hardworking and trustworthy team player.
- Efficient in multitasking and goal oriented

EDUCATIONAL DETAILS

Name of Institute	Course	Year of passing	Marks obtained
D. Y. Patil College of Engineering, Pune.	Bachelor of Engineering (Civil Engineering)	2015	75.74%

Achievements

- Published a paper in IJATES (International Journal of Advanced Technology in Engineering and Science).
- Presented paper in ICRTESM-15 (International Conference on Recent Trends in Engineering Science and Management) at Jawaharlal Nehru University, New Delhi, 2015.
- Participated in "TECHNO-CAMP" 2015 a national level completion and successfully completed workshop organized by Proactive-InfoSoft.

Computer Proficiency

- Software Skill: Auto Cad
- Application Software: MS Office

Personal Details

- ✓ **Date Of Birth** : JULY 20, 1993.
- ✓ **Gender** : Female
- ✓ **Languages Known** : English, Hindi and Marathi.
- ✓ **Marital Status** : Married

Present Address : Runal Gateway,A-1804, Mumbai Pune Bypass Rd, near sentosa resort & waterpark Ravet, Pimpri-Chinchwad, Maharashtra 412101

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place:

PADMAJA AVINASH THORWAT