

# RESUME

**Name: - Mrs. Namita Manoj More**

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**Mobile: - 9822554363**

**B.E. (Civil Engineering, Pune University), 23 Years' Experience in Quantity Surveying, Estimation & Budgeting, Contracts & Billing.**

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- Focused and smart, hardworking, self-motivated and team-oriented with good communication and interpersonal skills. Attention to detail and the capability to switch to allied or varied technologies depending on project requirements.

## Awards in Professional Experience in Paranjape Scheme (construction)Ltd:-

- Best Junior Quantity Surveyor - Estimation and Contracting - 2006-2007
- Best Senior Quantity Surveyor - Contracting - Year 2014–2015
- Long Service Award, 2014-2015.
- Special Recognition Award for Completion of Project Madhukosh H Building,  
Special Recognition Award for Completion of Project Aadarsha Shikshan Mandalli Building  
Recognition Award for working as a team that received the BAI Award for Project Vasant Vihar Tower

## Professional Experience:-

 **Company Name: Paranjape Schemes Construction Pvt. Ltd - From 2005 to Oct 2025.**

-Working as a Deputy Manager - Contract.

Throughout the years, I have handled many tasks and project estimations, contracts, and billing.

### Job Responsibilities

#### 1) Estimation and Quantity Surveying –

- Calculating plinth and building slab areas from CAD drawings
- Quantification of budgeted jobs for building activity
- ERP software uploads estimated work volumes.
- Collect approved project specifications and amenities, as well as material pricing ranges, from the D&D department and transmit them to the quantity surveyor.  
Collection of current market pricing for materials, elevators, and lifts from purchase for the estimation purposes of the Project

- Quantification of task quantity for all work (e.g., earthwork, RCC (concrete & reinforcement), masonry, plastering, waterproofing, flooring, carpentry/doors, plumbing, painting, windows, fabrication, aluminum works, etc.)
- Quantification of task quantities for amenities, ground development, and infrastructure activities based on GFC drawings
- Preparation of a detailed estimate following quantification and rate analysis for the project, obtaining permission from the authorized person, and updating the ERP system
- Entering detailed/ revised task amounts for various activities in the ERP system.
- Cost monitoring of the project using the ERP system
- Monitoring material variation (theoretical demand vs. actual use) in an ERP Highrise system

## 2) Contracting –

- Preparation of blank tender forms/quotation formats/requesting quotes from various agencies on letterhead
- Issuing a blank tender form to several contracting agencies to invite quotes.
- Explaining the scope of tasks to multiple agencies.
- Prepare a comparison statement for filled (offered rates) bids/quotes and transmit it for approval by President Construction.
- Finally, it is time to collect. Approved contractor, including scope of work, time period, and approved prices
- After receiving permission, prepare a letter of intent/work order for the selected contractor with the agreed-upon terms and conditions.
- Payment conditions and stages (payment schedule) for the selected contractor according to corporate procedure in the high-rise Software/ERP System
- Preparation of payment plan for Labour contract, including RCC, masonry, plastering, flooring, plumbing, and painting work.
- Uploading payment schedules and work breakdown structures (WBS) in ERP software for Labour contracts, including RCC, Masonry, Plastering, Flooring, Plumbing, and Painting
- Preparing and reviewing estimates for non-tender and non-work order items, such as building and infrastructure development.

- **Currently Handled Project - contract / Estimate as per the company's requirement**
- **A few are mentioned below**
- Trident EF –RESIDENTIAL BUILDING -LLP+ULP+PLP+26 FLOORS- Construction AREA – 3, 81,000 SFT
- Trident CD – RESIDENTIAL BUILDING -LLP+ULP+PLP+20 FLOORS- Construction AREA – 3, 75,000 SFT
- Trident BUSINESS PARK (MHADA+COMMERTIAL BLDG) –LLP+ULP+18 FLOORS- Construction AREA – 3, 75, 000 SFT
- Trident AB – LLP+ULP+PLP+20 FLOORS- Construction AREA – 3, 75,000 SFT
- Gloria GRAND – RESIDENTIAL BUILDING -B1 – LLP+ULP+PLP+18 FLOORS- Construction AREA – 181000 SFT
- Gloria GRAND B2 – RESIDENTIAL BUILDING+ LLP+ULP+23 FLOORS- Construction AREA – 2, 65,000 SFT
- Gloria GRAND H1, H2 - RESIDENTIAL BUILDING P+9 FLOORS- Construction AREA – 50,000 SFT
- PARANJAPE SCHEMES ABHIRUCHI PARISAR –TOWER 1- RESIDENTIAL BUILDING+ LLP+ULP+14FLOORS- Construction AREA – 3,23,000 SFT
- AZURE – RESIDENTIAL BUILDING+ P+11 FLOORS- Construction AREA – 8, 77, 000 SFT
- Shrivega – Bungalow Project (20 no)

**Additional responsibilities were addressed.**

- I worked as the ISO in charge of the department for several years and was subjected to internal and external ISO audits.  
Preparing the department's ISO process. Preparation of various formats for ISO procedures.
- Quarterly preparation and monitoring of RERA Form 2 for the Project, which is then forwarded to management for further processing.  
  
Preparation of cash flow based on project costs and actual work at the location, and forwarding to the site and finance team.
- To facilitate the job, various formats in Excel were prepared for quantity quantification, rate analysis, and so on.

**Company Name: Vastukala Planners - From Aug 2002 to Dec 2004.**

-Working as a Estimation Engineer

*Throughout the years, I have handled Quantity working, Estimation, Billing.*

Educational qualification: -

- Bachelor's Degree in Civil Engineering, from Sanjivani Rural Education society's college of Engineering (2002).
- HSC from S.S.G.M. College Kopargaon (1997)
- SCC from S.G. Vidyalaya Kopargaon (1995)

Software Skills:-

- > Operating Systems known: Microsoft Excel, Microsoft Word, Microsoft PowerPoint
- > Additional Software known: AutoCAD. ERP- Highrise project (Estimation and contracting)

Personal Details:

Date of Birth: 10th June 1980. Marital

Status: Married.

Gender: Female.

Languages Known: English, Hindi, and Marathi.

Permanent Address: A-305, Aveneer Society, Shri Krishna Nagar, Near utkarsha High school, Dhabadi, Ambegaon Bk.Pune 411046.

I hereby certify that the information furnished here is correct to the best of my knowledge.

Date –

Place – Pune

Mrs. Namita Manoj More