

# Prateek Pathak – Professional Portfolio

## Profile Summary

Results-driven Project Coordinator with 2+ years of experience handling multi-domain projects across civil, electrical, HVAC, and interior sectors. Skilled in project documentation, BOQ preparation, EHS/HR compliance, budget tracking, and stakeholder coordination.

## Core Expertise

- Project Coordination & Stakeholder Management
- Compliance Documentation (EHS, HR, HIRA, Method Statements)
- BOQ Preparation (Civil, Electrical, HVAC, Interiors)
- Budget Tracking & RA Billing
- MIS Reporting, Dashboards & Excel Automation
- Vendor/OEM Pricing & Negotiation Support

## Key Projects & Contributions

### Industrial & Commercial Projects

Worked with clients including Maruti Suzuki, Airtel, Reliance, AbInbev, Danone, GEA, and STULZ.

### Major Deliverables:

- Created ₹11 Cr BOQ with accurate costing and strong profit margins.
- Streamlined site material tracking, reducing wastage and improving billing accuracy.
- Enhanced RA billing cycle through efficient expense & manpower monitoring.
- Ensured timely EHS and compliance reporting, speeding up project closure.

## Operations & Management Work

- Developed SOPs and incentive structures
- Designed training modules
- Created P&L; reports & operational strategies
- Improved hiring processes and reduced complaints by 40%
- Increased sales by 60% through strategic offers & promotions

## Technical Strengths

- MS Excel (Advanced dashboards, automation)
- MS Office (Word, PPT, Outlook)
- Canva (Reports, templates, presentations)
- AutoCAD (Basic layouts and BOQ understanding)

## Portfolio Items Included

- ✓ BOQ Samples (Civil/Electrical/HVAC)
- ✓ Compliance Templates – HIRA, EHS Reports, Method Statements

- ✓ Excel Dashboards – Project Monitoring & Costing
- ✓ SOP & Training Document Samples
- ✓ Material & Manpower Tracking Sheets

## **Contact**

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