

Rupali Suraj Warang.

B wing Sudhanshu Bldg 4th Floor, Room no
403,Ekrup Mitra Mandal, Near By Pach Mandir &
Rudrash Bldg, Bhandup West 400078

Mobile No.: 9870734723/9757122955

Email Id: rupalikarnwar@gmail.com

Diploma in civil with more than 13 years of experience in Project Planning Scheduling, Pre & Post Contracts Management, Vendor and Material Management coordination.

Personal Details

DOB : 16th Sep 1989

MaritalStatus : married

Nationality : Indian

Languages : English, Hindi, Marathi

Objective

To attain senior management position in a reputed organization where there is scope for growth in knowledge and skills.

Educational Qualification:

- ☐ Diploma in Civil Engineering (D.C.E); SABOO SIDDIK COLLEGE OF ENGINEERING -82%
 - ☐ B-tech in Civil Engineering: - National College -74%
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Key Skills.

- **Project Management:** Project Planning, Scheduling & Documentation, Cost Estimation, Contract & Client billing & coordination with consultants and execution Team.
 - **Technical Tools:** Civil CAD , AutoCAD, MS Project, SAP, Farvision and Quadra Operation,
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Technical Exposure & Responsibilities

- Implementation of ERP (Quadra/SAP/Farvision) system as a core team member. (Purchase, Contracts, Billing, Planning)
 - Planning, controlling, monitoring & coordinating all site activities.
 - Making Contractor's Work Orders.
 - Contractor Final Closure as per Ledger.
 - Cost Comparative Statement. Preparation of BOQ.
 - Preparation & Negotiation of cost Comparative Statement.
 - Making & Issued Work order & Variation Order.
 - Checking & Preparing RA Bills- Measurement sheets, abstracts, Supporting drawings, etc.
 - Estimation & Tendering works.
 - Reconciliation.
 - Making Daily & Monthly Progress Reports.
 - Making Contractor's Work Order.
 - Making Material Report and indent of required material.
 - Preparing MIS, material requirements and progress reports for the client & company.
 - Preparing & submitting of interim bills against actual work done at the site.
 - Preparing & submitting of addendum and getting approval for the same.
 - Preparing weekly look ahead and catching up on missed plans.
 - Identifying snags and executing remedial measures.
 - Coordination with the consultant and client to get the works approved.
 - Inspection and managing of daily duties of billing crews.
 - Conducting site meetings with the client and the sub-contractors for the smooth progress of work.
 - Billing as per specification, approved drawings, and standard codes of practice.
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Major Projects Under Taken

Current Company:-

Work Experience: (14th March 2020 to till Date)

Company : Ahuja Hive PVT LTD
Name

Post : Deputy Billing & Contract Manager

- ☐ **Prasad am, Amb.** (Phase –I & II total 15 bldg(Ground + 7th Floor)
- ☐ **'Sion O2 Nerul** (A to F wing Ground + 2 podium + 14th Floors) (G to F wing Ground + 2 podium + 14th Floors) ABC
Wing-Ground + 2 Podium+16th Floors
DEF Wing- Ground + 2 Podium+16th Floors
- ☐ **'Lamor Oshiwara ,** (Lower Basement + Ground + 36 Floor (S1 & S3 & S4 Building)
- ☐ **Utsav -Bhiwandi Site** (A & B wing Ground + 12th floor) & (C & D wing Ground +12th Floor)

Nature Of Work :

- ☐ Preparation of BOQ.
- ☐ Contractor Final Closure as per Ledger.
- ☐ Cost Comparative Statement.
- ☐ PQ & Vendor Selection
- ☐ Preparation & Negotiation of cost Comparative Statement.
- ☐ Making & Issued Work order & Variation Order.
- ☐ Checking of contractor's & supplier's bills.
- ☐ Making Daily & Monthly Progress Report
- ☐ Working out quantity as per drawing (R.C.C. & all finishing items)
- ☐ Reconciliation.
- ☐ Tracking Sheet Updated on Daily Basis with vendor payment
- ☐ Weekly MIS updating.

Work Experience: (17th April 2017 to 14th March 2020)

Company Name : **Man Realty PVT LTd**

Post : **Assistant Billing Manager**

- ☐ **Shantisada**, Bandra. (Basement+stilt+15 storey residential project)
- ☐ **'Man Nexus** Nerul (.IT 2 Basement + 3 parking + 8 Floor) ITES (Stilt + 18 Floors Residential Stilt + 28 Floors and 16 Floors)
- ☐ **'Man One park**, Thane (Stilt +30 storey residential project)6 towers
- ☐ **'Man opus' Mira road** (Podium+Stilt+Basement+22 storey residential project) -9 Bldgs

Nature Of Work :

- ☐ Preparing running bills as per work-order.
- ☐ Implementation of ERP (Farvision) system as a core team member. (Purchase, Contracts, Billing, Planning)
- ☐ Checking of contractor's & supplier's bills.
- ☐ Preparing & submitting reconciliation & BBS of project.
- ☐ Maintaining all material Registers and work Checklists.
- ☐ Making Daily & Monthly Progress Reports.
- ☐ Making Material Report and indent of required material.
- ☐ Working out quantity as per drawing (R.C.C. & all finishing items)
- ☐ Preparing rate analysis.
- ☐ Making total estimate of project as per tender.
- ☐ Reconciliation

Work Experience: (10th march 2014 to 31st march 2017)

Company Name : **M/s. Creative Enterprises.**

Post : **Senior Billing Engineer**

- ☐ **'Vedic Height'**, Kandivali West. (Ground + Podium +18th storey Residential Project.
- ☐ **'Valmiki Rehab'** Kandivali West. (Ground +21st storey Residential Project.
- ☐ **'Satsang Bharati'**, Goregaon West (Ground +3 podium + 18th storey Residential Project (A-E wing)
- ☐ **'Acme Hills Rehab Building'** (Ground +16th storey Residential Project (A-B wing), Goregaon East.
- ☐ **'Mahankali Darshan Society'** (Ground +14th storey Residential Project (A-B wing), Andheri East.

Nature Of Work :

- ☐ Preparing running bills as per work order.
- ☐ Preparing rate analysis
- ☐ Prepare BOQ with Drawing.
- ☐ Working out quantity as per drawing (R.C.C. & all finishing items)
- ☐ Making total estimate of project as per tender.
- ☐ Preparing & submitting reconciliation & BBS of project.
- ☐ Checking of contractor's & supplier's bills.
- ☐ Maintaining all material Registers and work Checklists.
- ☐ Making Daily & Monthly Progress Reports.
- ☐ Making Material Report and indent of required material.
- ☐ Reconciliation

Work Experience: (4th April 2010 to 24th Feb 2014)

Previous Company : Shreepati Infra Realty Ltd

Post : Ass. Manager -Billing

- ☐ **'Shreepati Castle'**, Grant Road West.
(Ground +3 Basement +39th storey Residential Project.)
- ☐ **'Shreepati Jewels'**, Charni Road West.
(Ground +3 Basement +39th storey Residential Project.)
- ☐ **'Shreepati Castle'**, Grant Road West.
(Ground +8th storey Residential Project.)

Nature Of Work :

- ☐ Handling Quadra Software.(Including Contract, Estimation & Billing)
- ☐ Preparing running bills as per work-order.
- ☐ Checking of contractor's & supplier's bills
- ☐ Preparing Work Order, Vendor Evaluation
- ☐ Cost Comparative with other Vendors
- ☐ Rate Analysis
- ☐ Comparative rate & negotiated with contractors.
- ☐ Preparing & submitting reconciliation of project.
- ☐ Maintaining all material Registers and work Checklists.
- ☐ Making Daily & Monthly Progress Reports.
- ☐ Placed All Materials Purchase Order.
- ☐ Making Contractors Work Order.
- ☐ Making Material Report and indent of required material.
- ☐ Reconciliation

Declaration:

I hereby declare that above mentioned information is true and correct to the best of my knowledge and belief.

Mrs.. Rupali Suraj Warang.