

ARUNA SARIPALLI

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A Dynamic Professional with more than 4 years' experience in Project Operations as a Senior Engineer in Construction industry. Demonstrated great ability in handling key responsibilities such as Contract Management, Costing, Risk Management, Project Coordination and Documentation.

Skills

An Optimistic and a Team player with Initiative taking skills, knowledge in Risk Analysis, Project Coordination, Vendor Management and proven Organizational skills.

Certifications

Microsoft Project, Primavera Planning software.

Google Project Management Certificate

Certified BVQi Member for Integrated Management System for Internal Audits.

PROFESSIONAL EXPERIENCE**SHAPOORJI PALLONJI & CO. LTD.**

Aug 12 – Nov 12 Senior Operations Engineer, Chennai

- Prepared reconciliation of Project Costs and Budget.
- Was responsible for certification of vendor Bills as per Costing, Budget Provision and Scope.
- Periodically prepared and submitted structured MIS report relating to progress of the project and involved in preparation of Budget Forecast Statements, Variance Analysis.

Jun 08 – Jul 12 Senior Operations Engineer, Bengaluru

- Worked in Planning and Operations Department and executed key responsibilities such as Billing, Documentation, Risk Management, Reporting and Coordination.
- Monitored and coordinated Projects as per Budget and Scope of Bangalore Region and appraised the progress to the Regional head.
- Prepared costing, Financial and Risk Analysis and other reports for Monthly, Quarterly and Yearly basis for Management Review.
- Trained and supervised staff on Enterprise Resource Planning.

ACADEMIC CREDENTIALS**PGPM (Operations)**

IMT Ghaziabad /UPGRAD,2022

Post Graduate Diploma in Quantity Surveying and Construction Management

National Institute of Construction Management and Research, 2008

Bachelor's Degree in Engineering (Civil)

GMR Institute of Technology, AP, 2006