CURRICULUM VITAE

**ANKIT PATTNWAL**

**Mailing Address:** H.No.536, L- Block, Street No. 15, OM Bhawan, Boys PG Hostel, Behind Radisson Hotel, Mahilpalpur Extension, New Delhi – 110037.

Mobile No. 9821031269, Email –[ankitpattanwal60@gmail.com](mailto:ankitpattanwal60@gmail.com) **Current CTC: - 41,800/month**

# OBJECTIVE

To achieve excellence in working as a Technical Professional and give my best for the Betterment and growth of the organization and grow with the organization.

# CARRIER OBJECTIVE

Shouldering and the responsibility of Checking & Preparing of Bills as per Work Order Specification and Coordination with Contractors, Vendors & Clients since last 5 Years.

# EDUCATIONAL QUALIFICATIONS

► **Diploma in Civil Engineering (2012-2015)**

► Diploma in **Civil Engineering** with **First Division** in **2015** from Vaish Technical Institute, Rohtak affiliated to **Haryana State Board of Technical Education**

# SUMMARY OF WORK EXPEREINCE

► **5 Years** of Experience Quantity Surveying, Billing Work, Project coordination with Reconciliation, Project Planning & Management, Checking of Materials at site, Maintain all Site Records in Residential and Commercial Building and MIS Reporting, Account Receivables (Sundry Debtors), Client Dealing & Work as a Commercial in the Head Office

# DETAILS OF WORK EXPERIENCE

► **Ashwath Infratech. Pvt. Ltd. (Nov-2017– Till Date)**

► **Sr. BILLING Executive :-“Rain Water Harvesting System”**

Brief Role Description: - Billing Work Multiple Projects Cost: - Rs.100 Crores

Architects: - Ashwath Infratech Pvt Ltd Consultant: - Ashwath Infratech Pvt Ltd

**Project Detail: -** Smart Cities, CPWD, PWD, DDA, NDMC, MCG, MCF, DLF, L & T, Railway, Sterling & Wilson, Honda, Mahagun, Subros, EIL-HPCL, Ryan Schools, Mahindra, Ambience, Supertech, HSIIDC, NMCG, SSA etc. and many more pvt. Companies.

**Technology Used:** - Japanese Sekisui Modular Based Polypropylene Cross Wave Structure with GRIHA Approved FRP Based Pure Rain Filtration Device

### Job Responsibilities

* + - Billing Engineering
    - MIS Reporting
    - Compliances Preparation.
    - Daily, Weekly & Monthly Reports.
    - Preparing & Maintaining Client Billing.
    - Verify all sub-contractor’s bill (Quantity & Amount).
    - Verify all material’s quantity required at site.
    - Preparation of Profit/Loss Sheet on monthly basis.
    - Reconciliation of Sundry Debtors
    - Account Receivables
    - Collections as well as O2C Billing
    - Handling a team of five.
    - Order Management

**In This Company I worked as a Billing Executive for 1.5 Year, after that I am promoted to as Sr. Executive Billing and Commercial.**

# ► Best Buildwell Pvt. Ltd. (May-2015 – Nov-2017)

► **SITE/BILLING ENGINEER:-**DDA Housing Project.

Brief Role Description: - Billing Work

Project Cost:-85 Crores.

Architects :-Sumit Maity Architects & Designs

**Project Detail:-DDA HOUSING PROJECT** at Pocket-E5, Mahipalpur- Mehrauli Road, New Delhi, 24 Tower of G+8 Story Building Having Single Basement.

Flats- 629 (LIG, HIG & MIG).

### Job Responsibilities

* + - Quantity Estimation For Client Bill
    - Preparation of Sub-Contractors Bills
    - Reconciliation Of Material & Steel
    - Coordination with Client/Sub-Contractor.

### In This Company I started my job as a site engineer, worked here in execution for 1.5 years then I shifted to billing department I was assisting Sr. Billing Engineer there.

►**Survey Camp Training (Under College)**

* 4th Weeks Survey Camp Training at Sugar Mill, Hilly Areas, Rohtak Under College Guidance in Dec., 2014.

# COMPUTER SKILLS

* MS-Office, Excel, Power Point.

# STRENGTHS/QUALITY

* Positive attitude with goal oriented approach.
* Smart working with innovative mind setup.
* Good Communication skill.

# ACHIEVEMENTS

* Awarded **Scholarship** for the year 2012 for good academic record.
* Regularly participated in **School's & College’s Sports** and **Cultural Week.**
* Awarded **Employee of the Year 2019** for best performance in the current organization.

# PERSONAL PROFILE

Father’s Name : Mr. Suraj Bhan

Mother’s Name : Mrs. Kamlesh

Date of Birth : 07th Jan-1996

Permanent Address : H.No-277, Ward No. 8, Navan Kot Gururdwara,

Panipat, Haryana – 132103.

Gender : Male

Nationality : Indian

Marital Status : Unmarried

Language Known : Hindi, English.

# DECLARATION

## I here declare that the information’s are true to the best of my knowledge and belief.

PlaceDate

Ankit Pattanwal