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📍 Nr. Laxminarayan Theater, Swargate,
Pune

CAREER OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges

SKILLS & TOOLS

- MS Excel
- Team Player
- Computer Proficiency
- Communication Skill
- Problem-Solving Abilities

QUALIFICATION

Bachelor of Engineer (Civil Engineer)

June 2020 - Present

Shri Jayakumar Rawal Institute, Dondaicha

North Maharashtra University (NMU)

CGPA: Appearing

Diploma (Civil Engineer)

August 2016 - May 2019

Ahinsa Polytechnic, Dondaicha

North Maharashtra University (NMU)

Percentage: 79.25%

H.S.C.

June 2015 - May 2016

Girls High School Jr. College Arts , Dondaicha

Percentage: 69.23 %

S.S.C.

June 2013 - May 2014

Girls High School Jr. College Arts , Dondaicha

Percentage: 82.60 %

EXTRA CURRICULAR & PPROJECTS

- Certification in Improving Communication Skills
- Certification in Secure 1st Rank in **MSBTE** Winter Examination & Summer Examination
- Use of Waste Marble Powder and Aggregate in Paver Blocks
- Solid Waste Management For Dhule City

WORK EXPERIENCE

Estimation Engineer at

SUJAY FIRE LLP, Pune. August 2022 - Present

- Calculating Bill Of Quantities(BOQ) to required For Building wise.
- Estimate Material Required for Structure and Preparing Quotation send to client.
- To fill final OTM and BOQ for Execution department for actual site work.
- Preparing DC sheet for record.
- Preparing Addition Material Quotation or Missing Material Quotation.
- Prepare BOQ as per client requirement
- Sorting the client requirement as per the terms and conditions
- Rate escalation, monthly billing etc
- Client communication

Estimation and Billing Engineer at

YOGESHWAR ASSOCIATES, Pune. December 2021 - August 2022

- Prepare detailed cost estimates for projects based on plans and specifications
- Prepare quantity sheet from onsite data & drawings
- Prepare bill of quantities (BOQ) & bills with item rates from tender
- Prepare & process subcontractor bills
- To take the measurement from the site engineer
- To get work done as per the protocol of the company
- To follow up on the accounts department for payment
- Review the quantities item listed
- Checking and certification of bills and invoices from vendors and contractors
- Checking measurements
- Bill certification
- Should be good in MS Excel and MS word
- Preparing reconciliation statements

HOBBIES

- Listening Music , Reading Books
- Travelling and Exploring New Places

PERSONAL DETAILS

- **Name:** Janhavi Bharat Potdar
- **DOB:** 24th, November 1998
- **Marital Status:** Unmarried
- **Gender:** Female
- **Nationality:** Indian
- **Language Known:** English, Hindi, Marathi, Gujarati
- **Address:** Station Area Near Municipal Corporation, Dondaicha

DECLARATION

I hereby declare that above furnished particulars are true to the best of my knowledge and belief