

DIVYESH PATEL

RVS PG, Sector 126, Noida-201301

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MBA CEQS

School of Construction



SUMMARY OF SKILLS

Good Communication Skills, Versatile Computer Skills , Leadership Skills, Active Listener, Adaptable, Quick Learner, Value Others, Patient, Flexible, Honest & Loyal, Team player.

INTERNSHIP EXPERIENCE

SOBHA Limited

May '17 – July '17

MANAGEMENT TRAINEE

- To track and analyse cost distribution for all activities of the project for cost control.
- Generated quantity for different activities and structural members.
- To check and analyse Daily Progress Report (DPR) given by engineer and site supervisor against estimate.
- To reconcile all A-class materials on a monthly or weekly basis.
- To verify Sub contractor bills and company NMR against estimate as per schedule of labour rates and work order.
- To ensure the audit of material inward and stock at site.
- To prepare BBS to verify it against measurement book entry

ACADEMIC AWARDS & ACHIEVEMENTS/ PROFESSIONAL REWARDS & RECOGNITION

- Won First Place in Group Discussion in one day National Level Management Symposium-“Manus2k14”.
- Participated in Workshop on “Competency for Corporate Fitness” by National Society for Entrepreneurship Development Student’s Chapter.

EDUCATIONAL AND PROFESSIONAL QUALIFICATION

<u>YEAR</u>	<u>NAME OF CERTIFICATION</u>	<u>CERTIFYING BODY</u>	<u>CGPA/%</u>
TILL DATE	MBA CEQS	AMITY UNIVERSITY	7.47
2015	B.E CIVIL	ANNA UNIVERSITY	8.4
2011	XII	CBSE	67
2009	X	CBSE	75

COMPUTER SKILLS

- MS EXCEL
- MS PROJECT
- MS WORD
- MS POWERPOINT
- ARC GIS (BASIC)
- AUTODESK AUTOCAD
- AUTODESK REVIT
- AUTODESK 3DS MAX (BASIC)
- COSTX
- CANDY

PERSONAL SNAPSHOT

Includes:

1. **Date of Birth:** 16th November 1992
2. **Guardian's Name:** Mr. Mohan Lal Patel
3. **Languages Known :** English, Hindi, Gujrati, Tamil, Spanish
4. **Co-curricular interests:** Assistant Marketing Head of SLING (Student Body of RICS SBE), Active member in Layout Editing Team of Construction Times Magazine (RICS)
5. **Social Service activities:** Member in Agniparvai Group – Educate the Orphanage Children
6. **Passport Available:** Yes
7. **Passport No:** N4692124