

**CURRICULUM VITAE CURRICULUM VITAE****TRUPTI DATTATRYA KULKARNI**

FLAT NO 9, RUTUGANDH 1A,  
RUTUNAGARI, DHAYARI, PUNE,

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**PERSONAL SKILLS:**

- \* Good communication skills, assertive nature.
- \* Maintaining professional as well as positive practical approach at all times, focusing on solving & getting to the bottom of problems.
- \* Regarding experience as an asset while trying to get maximum hands - on expertise and investing time in continuous learning.

Current ctc - 4.74 lacks

Expected ctc - 6.00 lacks

Joining time required 1Month

**PROFESSIONAL EXPERIENCE:**

Sr.NO	Number Of Companies	Year of Start	Year of Finish	Total Year of Experience	Types Of Building	Designation
A+B	Total Experience of Years			15.00		
A	Billing/Estimation/Tender Experience			12.00		
	Pinnacle Group	Jan -19	Aug -19	0.6	Real Estate	Estimation Engineer
	Kumar Properties	Apr-13	Jan-19	5.90	Real Estate	Billing Engineer
	Khamakar Construction	Feb-10	Mar-13	3.00	Industrial Project	Center Billing Engineer & Trainee Engineer
	Manoj Associates	Jan-09	Dec-09	1.00	Industrial / Bun glow	Billing Engineer & Project Coordinator
	Akruti City Limited	July-07	Dec-09	1.50	Commercial	Trainee & Sub Engg
B	Other Area Experience			2.60		
	United Construction	Feb-06	Jun-06	0.60	Commercial	As site Trainee Engg
	Dyneshwar Computers	2002	2004	2.00	Education Institute	Teaching Facility

## **1. Pinnacle Group:**

- **Estimation Engineer**

Jan 2019 to Aug 2019

### **A . QUANTITY SURVEYING:-**

- Study of Drawings & Specifications Provided by Client.
- Quantity Surveying of all R.C.C. items of work (like Footing, Lift Raft & Lift Pardi, Columns, Slab & Beams, Staircase, Retaining Wall, U.G.W.T. & O.H.W.T etc.) With detailed B.B.S.
- Quantity surveying of all finishing items of work (like Masonry Works, Internal & External Plaster, Water Proofing, Doors & Windows, Tiling works, Painting,
- Fabrication, Miscellaneous etc.)
- Quantification of all R.C.C. & Finishing Items (like Cement, Sand, Metal, Steel, Tiles, Bricks etc.) Analysis for various Estimation Items.

### **B . ESTIMATION:-**

- Preparing Master Material sheet. Preparing Detailed
- Cost Break up of all Finishing & R.C.C. Items. Preparing Block
- Estimate (Total estimation of whole project).

### **C. PLANNING:-**

- Prepare Base Line Bar Chart for Project.
- Define WBS for Activity.
- Define Resources on Activity.
- Work out Cost of Resources.

### **D. PURCHASE: -**

- Preparation and processing of requisitions and purchase orders.
- Preparation of requests for quotation.
- Purchase order processing.
- Checking confirmations of order, delivery note and invoices.
- Coordinating and following up of schedules, deadlines and delivery dates.
- Resolving vendor grievances, and claims against suppliers.
- Vendor Development / Sourcing & Vendor Evaluation & up gradation.
- Cost reduction through development of alternate suppliers and alternate materials.

### **E . Contract: -**

- Asking for quotations.
- Create comparative & negotiations with contractors, Sanction it from seniors.
- Finalize work orders. Check contractor bills. Reconciliation of Material according to bill. Check any debit, advances, retention, recoveries on bill. Send bills to account department, check variation in that. Find out outstanding amount of bill.

**Projects: - Pinnacle Neelanchal A & B (P + 14) C & D (2P+ 20) Estimate Base line - Bar Chart Procurement Contract , Billing , Pinnacle Nine Sadashiv ; Procurement of material , Pinnacle Northen Gate ( Sample Flat ) Purchasing , Contracting , Billing .**

## **2. Kumar Properties:**

- **Billing Engineer**

April 2013 to Jan 2019.

### **Job Profile**

#### **A .Budget:-**

- Study Drawings.
- Work out Quantity from drawings, finalizes ratio for budget.
- Prepare detail rate analysis for project.
- Work out cost per square feet for project by manually and Through ERP. Take approval on Budget from senior authority.

## **B. Billing:-**

- Finalize which type of contract given to contractor. According to that define material & labor agencies. Negotiate Rates with contractor and take approvals on rate. Prepare work order according to approved rates & if labour contract given to contractor then work out client free supply material for that.
  - Take material requisition slip from site. Prepare necessary indents according to requisition slip. Process these to purchase department cross verify material as per site requisition slip.
  - Check contractor bills. Reconciliation of Material according to bill. Check any debit, advances, retention, recoveries on bill. Send bills to account department, check variation in that. Find out outstanding amount of bill.
  - Control project cost. Work out Cost Incurred .Check difference between Budget & Cost Incurred in system. Determine how much cost spend for project.
- ✓ **Projects: - Prince Town Royal ( P+ 14) Buildings its associates Development. Budget for 3 Buildings & Billing For 3 Buildings , ,Privie Sienna 4 Building Budget & Billing .Privie Shillow Budegt . Park Infinia ( P + 14 ) 8 Buildings Budget & Billing for 4 Building , School Building ( G + 6 ) Budget & Billing ,Prince Twon Tower (P+22) billing for one building .**

## **3. Khamkar Construction Pvt .Ltd.**

### **Work Profile**

- **Central Billing & Tendering**

Feb 2010 to March 2013

### **Job Profile**

#### **A. Billing :-**

- Study Complete Tender Document
- Work out Quantity form drawing and data given by site Egg.
- Carry out rate analysis for extra item.
- Check and clear the bill from client egg till finalization.
- Prepare reconciliation statement and tally it with store record.
- Prepare monthly billing statement.
- Estimate the cost for resources used according to bill.
- ✓ **Projects: - As a Sr .Billing Engg Xpro (June 2012 )**  
AS Jr. Billing Engg Rehau (June 2011–Feb 2013) , Corning (June 2011 –Feb 2012)

#### **B. Tendering :-**

- Study Complete Tender Document
- Prepare Tender Note sheet
- Work out Difference between drawing and BOQ ask clarification for it.
- Evaluate rates as per market and prepare detail rate analysis.
- Send enquiry for Bid
- Prepare necessary data For Bid
- Keep record till award of contract
- Estimate the cost of resources by using standard constant forward to project team.
- Prepare Basic Bar Chart

- ✓ **Projects : - SEW, Umicore , Coring , Bekart - Bay7----(As and when required )**

## **C Quantity Surveyor:-**

- Study Detail BOQ and Drawing .Tender
- Work out Quantity from drawing
- Prepare statement Excess –less statement
- Prepare claims as defer from tender work out extra over cost for that.

✓ **Projects:-** AS Jr .Engg Nuclear Power Plant Year (Feb 2010 – May2011)

#### **4 . Manoj & Associates**

Project Management Consultancy

Jan2009 to December 2009

##### **Work Profile**

- Billing Engineer & Project Co-coordinator.

##### **Job Profile :-**

- Taking measurement on site. Prepare measurement sheet, Abstract sheet , R.A. bill & submitted it to party.
- Checking bills of sub - contractors.
- Collecting drawings & Study of drawing, Formatting drawings.
- Work out quantity finalizes the BOQ.
- Send material to testing laboratory, check test report from laboratory.
- Collect stock report from site, prepare bar bending schedule ,finding out material Requirement on site & order it to concern party.

- Coordinate with site supervisor , Architect & RCC designer, Accountant

✓ **Project:-**

Asseal India (Industrial Building), Ruaha House (Farm House), Velelankar Bunglow ,Vira Swaraj

#### **5. Akruti City Limited**

June 2007 to Dec 2008

##### **Work Profile**

- Sub Engineer.

##### **Job Profile**

- Prepare BOQ (Work out quantity & Specification as per drawing) ,rate analysis.
- Asking for quotations.
- Create comparative & negotiations with contractors, Sanction it from seniors.
- Finalize work orders.
- Coordination with all departments.
- Coordination with RCC, Service consultants.
- Coordinate with site engineers.
- All other work given by seniors.

✓ **Project :-**

S- Park, K-park, Rajiv Gandhi IT Park, MIDC building under slum area.

#### **6. United Construction Company, Solapur**

February 2006 to June 2006

### **Job profile:-**

- Trainee site engineer

### **7. Dyneshwar Computers**

2002 to 2004

### **Work Profile**

#### **Teaching Faculty**

- **Job profile:** Teaching MS office, Autocad.

### **EDUCATIONAL QUALIFICATIONS**

2012	MS Project	Office Training
2012	Hit Office	Official Trained in Khamkar construction
April 2008	Primavera	CADD Center, Andheri
2003-2007	B.E. (Civil)	Shivaji University at Solapur
2002-2006	Autocad, Stadpro, MS-CIT	Pyramid, Solapur
1998-2001	Diploma in Civil	Maharashtra State Board of Technical Education at Solapur
1998	Standard XII	Pune Board, at Solapur

### **PERSONAL INFORMATION:**

NAME:	Trupti Dattatray Kulkarni.
HUSBAND NAME:	Dattatray Pandurang Kulkarni.
DATE OF BIRTH:	September 7
AGE	38 years
GENDER:	Feminine.
MARITAL STATUS:	Married.
CHILD:	Son
LANGUAGES KNOWN:	English, Hindi and Marathi.