

## TRUPTI BIPIN UTEKAR

New Awqaf 668,219,Al Quoz Dubai  
+971-554036890 • +971-565685225 • [utekar.trupti@gmail.com](mailto:utekar.trupti@gmail.com)

### Personal statement

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A solution-focused individual with 5 plus years of experience within construction industry and significant experience in design, contracts & tender, procurement, health and safety regulations and project management and execution. Exemplary problem solving skills with commitment to best practices in all assignments with good code of conduct.

### Key Skills

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- Sound Knowledge and application of software's like PLAXIS, SAFE, MATLAB, WALLAP,AUTOCAD 2D and 3D.
- Strong analytical and design skills
- Technical research experience(Data collecting, results analysis and presenting)
- Keen planner and good team player with sound people management
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal

### Employment History

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- **Office Civil Engineer, Deyar Al Madina Technical Services LLC, Dubai,UAE**  
(April 2015 – Present)

#### Achievements:

- Implemented proper material and data handling system
- Inculcated safety awareness and established a separate safety division.

#### Responsibilities:

- Analyze the project specification as per the contract and identify the engineering requirements.
- Review contract drawings.
- Review and prepare method statement for site team with higher accuracy
- Raise RFI (Request for Information) whenever necessary to understand a particular thing in depth, in case of inadequate information.
- Analyze the quotations from suppliers
- Check drawings before submission
- Prepare LPO (Local Purchase Order), technical submittals of material specifications for approval from client
- Review, issue and maintain all documents for references.
- Check the BOQ(Bill of Quantities) received
- Identify and prepare variations and claims to be made
- Prepare bar graph for manpower and ensuring allocation of labor and material is sufficient to ensure smooth running of project without any delays.
- Compare the actual progress and planned progress on site with the help of site team
- Implement quality assurance procedures on site and propose corrective measures if any
- Attend weekly meetings and progress report as well as walk through with the site engineer and safety personal for close out of NCR's(Non Conformance Report) if any and resolving violations.

- Examining the structural integrity and ensuring the aesthetic concept of construction is met all times
- Preparing monthly bills and follows on same.
- To report readiness of the unit and follow up for clearance.

➤ **Geotechnical-Office Engineer,Shubhlaxmi Realtors,Virar(Mumbai),India**  
(June 2014 – February 2015)

**Achievements:**

- Implemented QHSE policies in office with up gradation of first aid.
- Represented the company at various events, exhibition.

**Responsibilities:**

- Preparation of contract documents for subcontracting works like MEP (Mechanical, Electrical and Plumbing)
- Review technical specifications and understand the government policies and check whether they are accurately implemented on site, avoiding any violations.
- Preparation of method statements for various construction activities
- Leading the CAD personal for preparation of shop drawings for approvals
- Managing the submittals and establishing a record of files.
- Coordinating with government bodies like Vasai Virar City Municipal Corporation (VVCMC) and Maharashtra state Electricity Board (MSEB), consultant, subcontractor and interdepartmental.
- Prepared and overlooked factual lab reports for soil and derived the parameters for Raft foundation to be used in SAFE software.
- Aided the finance and QS team in costing and billing and checking the cash flow is within the set limits.
- Preparation of QA/QC procedures and ensuring their implication on site
- Inspecting work as per drawings
- Preparation of Bar Bending schedule, weekly labor allocation, tracking bar graph and providing data to planning engineer to fulfill timesheets and feedback to subcontractor for variations claim
- Ensuring safety policies are well followed on site
- Attending weekly meetings and walk through with the management
- Representing the company at property show for advance units booking.

➤ **Sr.Design Engineer,Omikron Kappa- Indus Consultrans JV,Jaipur,India**  
(November 2013-May 2014)

**Responsibilities:**

- Inspect the site with Sr. Engineer of main contractor to check the suitability of work
- Thoroughly understand the contract and specifications and act accordingly
- Review drawings and design submissions, keeping a track of all submittals
- Reviewing bore hole coordinate and borehole data from the main contractor
- Preparing bore hole sheets according to company standard
- Responsible to provide variations for in-situ testing according to actual site conditions to resolve unforeseen ground conditions to prevent delay
- Overlooking factual laboratory reports and providing accurate values for specific gravity, cohesion angle, angle of internal friction, OCR, permeability and water level and forwarding same to the head office.
- Preparation of GIR (Geotechnical interpretation report) in collaboration with the Geotech Manager
- Preparation of Instrumentation and Monitoring scheme by guiding the CAD person according to the specifications and observations obtained from main contractor
- Preparing method statement and reviewing risk assessment with safety personals of main contractor
- Walk around the actual site, casting yard with project manager, managing director, assistant manager, TBM manager, Yard Manager and Safety team.
- Preparation of MPR (Monthly Progress Report) and sending the head office.
- Study, analyze and propagate data required at head office from site

- Attend and represent the company for government, client meetings.

➤ **Junior Civil Engineer,Aakash Developers,Virar(Mumbai),India**  
(May 2011-August2012)

Responsibilities:

- Assisting the Sr.Engineer to prepare BOQ (bill of quantities) by taking of the quantity, bar graph, bar bending schedule and assist to overlook contractual specification and prepare weekly and monthly on-site development report.
- Understand the shop drawings and thoroughly study the method statement for construction activities
- Visit site regularly for rectification of concrete batching, steel distribution, defects, and maintenance works
- Prepare Safety notices for site.
- Coordination with CAD person for changes in drawing submissions
- Ensuring the quantities and quality of material at site and preparing the quality reports.

## Education

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- **University of Nottingham,UK**  
(September 2012 – September 2013)

Master of Science in Geotechnical Engineering (MSc)

Project: Effect of tunnelling on existing pile foundation in which sensitivity analysis was done by using PLAXIS 2D and MATLAB.

- **Karmaveer Bhaurao Patil College of Engineering(Shivaji University),Satara,India**  
(June2007–June 2011)

Bachelors of Civil Engineering (B.E)

Project: Study Of Mechanical Properties of Polymer Concrete, experimentation was done to improve the quality of concrete by replacing cement and water by unsaturated orthophthalic polyester resin as a polymer.

## Membership/Certificate and Training

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- Affiliated Member of ASCE (American Society of Civil Engineers)
- 2016: MEP Estimation, Knowledge and Human Development Authority Approved,Dubai,UAE
- 2015:General Rules of Preparing the Bill of Quantities and Estimating Procedures, Society of Engineers,UAE
- 2015:6.5 hours of CPD at The Big Five, Dubai, UAE
- 2013:3 day's workshop in Applied Construction Project Management, University of Nottingham, Malaysia
- 2010:30 day's intense training at Raunak Group, Thane(Mumbai),India as a Trainee Engineer
- 2009:AUTOCAD 2006 2D and 3D,Approved by Maharashtra Government,Satara,India
- 2005:Maharashtra State Certificate in Information Technology (MS-CIT),Mumbai, India

## Extra Curricular Activities

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- Participation in state and national events conducted during bachelors like paper and poster presentation, debate, elocution, film making.
- Organizing plantation and blood donation camp in Satara district.
- Actively participated in social cause to save girl child in the movement called "Lek Ladki Abhiyaan".
- Anchor for national level technical symposium.
- Ballot Officer for election held for the corporation.