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***Career objective***

To work for an organization which provide me the opportunity to improve my skills and knowledge to growth along with the organization objective.

***Organizational Experience-***

**Ircon International Limited Patna Bihar**

**26<sup>th</sup> April 2017 to 25<sup>th</sup> July 2018**

**Current Position:** Apprentice Trainee –Planning & Procurement / Quality Assurance

**Current Job Profile:**

***Planning & Procurement, Preparing the Tender Documents, ,Project planning, Preparing Bar Bending Schedule, Progress Report , Drawing & Design work & Cheking of soil Quality Report for earthwork.***

- Preparing the all type Progress Reports :
  1. Daily Progress Report Forwarded to JGM
  2. Weekly Progress Report Forwarded to AGM
  3. Monthly Progress Report Forwarded to CGM
- Printing of Drawing for all project which are running in Company (Example- **Hajipur Bachhwara doubling project, Kiul Gaya Doubling Project, ROB & Mukama Project** )
- Calculate the Quantity of Minor Bridge & Major Bridge Structures.
- Calculate the Quantity of Earthwork.
- Checking the Guidelines of Drawings.
- Checking Quality Report of Blanketing Material.
- Good Knowledge of G-1 & G-14 Codes .
- Preparing the Line Digram of Project Progress & update time to time.
- Good Knowledge of Read the Drawing. Like - Engineering Scale Plan , Index Plan & L Section ,Minor Bridge , Major Bridge , Station Building , Foot Over Bridge , Platform, LHS , Gate Lodge , Level Crossing .
- Issued the Drawing for Contractors and Officers of Project site.
- Weekly Update the Project Detail online on Ircon Tender Portal.
- Collect Daily Procure Quantity data of Blanketing materials, Ballast & Sleepers.
- Prepare the Tendering Document .
- Manage and respond to project related email.
- Drafting the Alignment of major & minor bridge.

**Balaji Developers Engineers & contractors Patna Bihar**

**10<sup>th</sup> Jun 2016 to 31<sup>st</sup> March 2017**

**Position:** Engineer – Planning & Procurement

**Job Profile:**

***Planning & Procurement, BOQ preparation, Project planning, Preparing Bar Bending Schedule, Progress Report , Drawing & Design work .***

**H.B.T.I. Kanpur U.P.**

**30<sup>th</sup> July 2014 to 18th June 2015**

**Position:** Guest Lecturer

**Job Profile:**

**Teaching Subject – *Surveying, Geology, Transportation , Highway Engineering & Environmental Engg.***

**Laboratory – *Structural Detailing , Surveying, Environmental Engg & Technical Drawing.***

### ***Training & projects undertaken***

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- Completed 4 weeks of industrial training In B.tech from **Ramky Infrastructure Ltd** Kanpur U.P.
- Awareness training on **ISO 9001:2008**.

### ***Computer Proficiency***

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- Spread sheet & Document: MS Excel & MS Word, Windows 7 and Windows XP.
- Presentation tools: MS Power Point..

### ***Educational Credentials***

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- **B.Tech. in Civil Engg.** From Harcourt Butler Technology Institute Kanpur U.P. with 67.56% (2011-2014)
- **B.Sc. in P.C.M.** From R.M.L Degree College Bareilly U.P. with 54.96%. (2008-2011)
- Intermediate from Bharat Ji Saraswati Inter collage Aonla (Bareilly) with 54.60%. (2008)
- High school from Bharat Ji Saraswati Inter collage Aonla (Bareilly) with 58.67%. (2006)

### ***Personal Details***

Date of Birth	:	20 July 1992
Father's Name	:	Mr. Vishaveshwar Pal Singh Yadav
Languages Known	:	English, Hindi
Marital Status	:	Unmarried
Permanent Address	:	Ajad Puram Puraina Dhal Aonla, Bareilly-U.P. 243301
Expected Salary	:	Negotiable

**Date.....**

**Place: Ghaziabad (UP)**

**(Sarita Yadav)**