**Aditi**

aditi.379899@2freemail.com

**Career Objective**

To enthusiastically work for an organization which is innovative, challenging and offers me a knowledge base to enhance my skills, exposure and zeal of knowledge and put to best use my interpersonal, leadership and communication skills.

 **Technical Expertise .**

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| **Operating Systems** |  Windows 9x/2000/XP/Vista, Mac |
| **Drafting tools** |  AUTO CAD (civil),  |
| **Building Information Modelling** |  REVIT |
| **Design & Analysis****Project Planning** | StaadProPRIMAVERA P6 |
| **Codes known** |  IS 456  |
| **Quality control** |  Statistical analysis of Quality control |
| **Estimations** |  Estimation of Schedule of Rates for Building Works  |
| **Packages** |  MS OFFICE: Project, Word, Excel, PowerPoint |

 **CAREER HISTORY**

* **Al Naboodah Contracting Co LLC 2017 to till date**

**Dubai Creek Harbour Double Residential Tower - Planning Engineer**

**Responsibilities**: -

* Preparing detailed work schedule for all site activities using PRIMAVERA
* Provide a complete range of professional services including initial project planning (task, resources, and schedule), task oversight, tracking, and reporting
* Construction and target programs preparation using Primavera P6, contains a well-defined critical path, milestones, activity wise.
* Maintain S-Curves, key performance indicators and material delivery schedule for long lead items
* Give monthly invoice projections according to the current status of the project
* Attend weekly progress meetings as well to notify on critical key concerns, arising issues & productive outputs of construction team
* Make realistic forecast in weekly program updates to monitor longest path and key target milestones
* Preparing Cash Flow Chart for other ongoing projects.
* Preparation of weekly and monthly progress reports for client and consultant.
* **Alhuwalia Contracts India Ltd, Delhi, India May 2016 to Jul 2016**

**IIT Delhi - Management Trainee (Construction)**

**Responsibilities**: -

* Prepare and perform weekly presentations before senior managements on weekly progress review meetings and cash flow update.
* Generate internal weekly reports, client reports, and monthly reports.
* Inspection of work in progress and quality of the works performed.
* Supervise, coordinate, monitor and control project construction and installation.
* Interactions with Contracts Manager / Site team, Sub Contractors & Suppliers etc.
* **Sutlej Jal Vidyut Nigam Ltd, Himachal Pradesh, India January 2014 to April 2014**

**Rampur Hydroelectric Power Project -Trainee (Civils)**

**Responsibilities: -**

* Quantity analysis
* Pile foundation and erection.
* Slab and beam design using StaadPro.
* Quality control testing.
* Study of action of forces and computation of loads.
* Design of all the structural elements in accordance to design specification of IS codes.

 **Educational Qualification** .

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| 2017 | M.B.A in Construction ProjectManagement | RICS School of Built Environment, .Amity University, Delhi, India. | 6.1 |
| 2014 | B. Tech in Civil Engineering | Sikkim Manipal University |  6.1 |
| 2010 | Sr. Secondary Education (CBSE) | DAV Centenary Public School | 75% |
| 2008 | Secondary Education (CBSE) | DAV Centenary Public School | 79% |

**Academic Projects Undertaken**

* **Stakeholder Management For Planning And Implementation Of Smart City Kochi 2017**
* Key stakeholders in the planning system.
* Area based Development & Pan City Initiative.
* Stakeholder Needs in City Planning
* Issues Governing Stakeholders’ Identification and Selection.
* Stakeholders Analysis and Strategic Planning.
* Stakeholder Engagement and Impact.
* **Analysis And Design Of Rampur Hydro Electric Project 2015**
* Planning and detailed drawing of plan, elevation and perspective view of structure.
* Study of action of forces and computation of loads.
* Structural analysis of framed structure using StaadPro software.
* Design of all the structural elements (including shear walls) in accordance to design specification of IS codes.

**academic awards & achievements .**

* Committee Head of national level techno-management fest ’13 and cultural fest Kaalrav’13.
* Organized south-zone inter-school quiz Swastika 2013 and for Butterflies’13 Manipal.
* PRO in EWB India SMU Chapter and volunteer in EWB Manipal Chapter.
* Organizing team MUN 2012.
* Member of the school student council for two consecutive years.
* Inter school magazine editor.

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**personal details**

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| Date of Birth | 22-11-1991 |
| Languages Known  |  English, Hindi,German |
| Constructive co-curricular interests |  Travelling, Attending Seminars |
| Social Service activities |  Volunteering work, Community Involvement |
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