

RESUME

AKASH VAIDYA

Balaghat (M.P)

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Objective:

Engineer with having total 10 years of experience. To be part of an organization that is growth oriented and where my inherent qualities such as seriousness, hard work, and dedication can be freely applied.

Auto Level Machine Experience 11 Year's

TOTAL WORK EXPERIENCE:- 10 Year's

- **Organization: Shreeji Infrastructure**
- Project: 1. Nursing hostel and college
- Project cost: 10.58 Cr
- Project : 2. Shital Vatica Real State Project
- Project Cost: 40.52 Cr
- Duration: Sep 2020- Aug 2021

- **Organization: HIDUSTAN PREFAB LIMITED (CENTRAL PSU)**
- Project: PNB RSETI BUILDING VARIOUS LOCATION- Datia , Amritsar, Kapoorthala.
- PROJECT COST:- Each 3Cr
- Client: PNB CRDT NEW DELHI.
- Designation: PROJECT HEAD (BILLING AND EXECUTION)
- Duration: 8 July 2015 – 12 July 2020

Key Deliverables:

- Submission of RA Bill, Material Advance Bill, Price variation Bill on monthly basis with all the supporting document.
- Supervise and manage all Billing processes.
- Resolve complex Billing issues.
- Verify and assess all bills before processing.
- Detect error sin billing processes and make appropriate corrections.
- Maintain registration, batching and coding for billings.
- Assist and support audit teams in verifying bills and billing data

- Implement quality billing practices and procedures contractors.
- Generating periodic running account bills on the sub-contractor and clients.
- Co-ordination with client for Certification of client bill and final Payment on monthly basis as per their requirement.
- Preparations scrutinizing certifying and processing of contractor running and final account bills.
- Preparation of final jobs close out report and analysing with theoretical quantities verses actual quantities.

- **Organization: HEC Project Ltd.**
- Project: PIU Building Various Location
- Project Cost: 3.5 Cr
- Client: MP PWD
- Designation: Asst Manager (Billing & Execution)
- Duration: March 2013- June 2015

Key Deliverables:

- Take of quantities of area (civil structure, Architecture works from GFC drawings)
- Checking of site in section reports JMs for various works as per approved construction drawings and site verification with client.
- Submission of RA Bill, Material Advance Bill, Price variation Bill on monthly basis with all the supporting document.
- Coordination with client for Certification of client bill and final Payment on monthly basis as per their requirement.
- Preparations scrutinizing certifying and processing of contractor running and final account bills.
- Preparation of final jobs close out report and analysing with theoretical quantities verses actual quantities.
- Follow up with the client for different clearances. Co-ordination with Architect, Consultant, Client and Subcontractor

- **Organization: M/S L.N.MALVIYA**
- Project: PIU Building Various Location.
- Project Cost: 1.2 Cr
- Designation: Billing& Execution Engineer
- Duration: March 2012- Feb 2013

Key Deliverables:

- Checking and releasing the R.A. bills for Clients & Sub-Contractors as per work progress. & Reconciliation of quantities.
- Site Visits:-Random Physical checking of bills at site case to case.
- Preparation of supporting documents for client billing.
- Quantity cross checking of PRW MBS with client bill.
- Calculating various quantities required for the project.

- **Organization: THAKARE Pvt Ltd. (Working at Client site of state Gov.)**
- Project: Rastriya shiksha mission School building various location
- Designation: Site Engineer
- Duration: Jan 2011- Feb 2012

Key Deliverables:

- Checking contractor bills and also all the statutory requirements required including PF, ESI etc.
- Verifying the bills for correctness and accuracy.
- Site Visits:-Random Physical checking of bills at site case to case.
- Advance Adjustment:-Adjusting Advances on prorata a basis as per the contract terms& keeping the record of the same.
- Material Reconciliation:- To check theoretical consumption of steel, cement & other material supplied free of cost to the contractor and make recovery in case of excess Consumption & wastage.
- Checking and releasing the R.A. bills for Clients & Sub-Contractors as per work progress.
- Follow up with the client for different clearances.
- Monitoring & Checking of Contractors Bill, DPR & Project Progress Report.
- Coordination with Architect, Consultant, Client and Subcontractor.

- **Organization: UMRE Construction**
- Project: Shilpkala Group Bridge
- Designation: Sr. Engineer
- Duration: July 2010- Dec 2010

Key Deliverables:

- Take of quantities of area (civil structure, Architecture works from GFC drawings)
- Checking of site in section reports JMs for various works as per approved construction drawings and site verification with client.
- Submission of RA Bill, Material Advance Bill, Price variation Bill on monthly basis with all the supporting document.
- Coordination with client for Certification of client bill and final Payment on monthly basis as per their requirement.
- Preparations scrutinizing certifying and processing of contractor running and final account bills.
- Preparation of final jobs close out report and analysing with theoretical quantities verses actual quantities.
- Follow up with the client for different clearances. Co-ordination with Architect, Consultant, Client and Subcontractor.

Education:

B.E. (Civil Engineering) from JABALPUR Engineering College. Affiliate to RGTU Bhopal in 2010.

IT Skills:

Software : Dip In Arch. Graphics(AutoCAD 2d/3d) from INDO German tool in 2010.
Office Tools: MS Office, Power Point, Excel .

Academic Achievement :

- Participated in National level paper presentation.
- Participated in Construction event in genesis 2009.
- Participated in national level paper presentation on Adv. Concrete Technology.

Strength:

- Hardworking and quick learner
- Soft Work Efficiency and dedication towards work.
- Positive attitude, willingness to learn and create.
- Ability to cope-up and work in groups, capable to adapt in different situations.
- Good team player.

Hobbies :

Bike Riding, Photography, Travelling, Swimming.

Personal Details:

Date of Birth	11-may-1985
Fathers Name	MOHANLALVAIDYA
Gender	Male
Nationality	Indian
Languages	English, Hindi, Marathi
Marital Status	Married
Permanent Address	SARASWATINAGAR,BALAGHAT-481001
Mobile No	7566226864/7000253271
Email Id	Vaidya.akash.akash@gmail.com

Declaration and Signature:

I hereby declare that all the information provided above is true to the best of my knowledge and belief.

Place:
Date:

Yours Sincerely
Akash Vaidya

