

## CURRICULUM VITAE

**MANISHA JAIN**

**24 YEARS**

**B 29 ASHOK NAGAR GHAZIABAD UTTAR  
PRADESH (U .P.) INDIA 201001**

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### **OBJECTIVE**

To seek employed as a Planning and Cost Consultant Manager Department at one of the leading Companies so as to enable myself to work in an Environment that will challenge me to broaden my knowledge and sharpen my skills to serve in a best optimum manner in the industry.

### **EDUCATIONAL BACK GROUND**

QUALIFICATION	BOARD	INSTITUTE	YEAR OF PASSING	% MARKS /CPI/CGPA
PGP QSCM	NICMAR	NICMAR, Hyderabad.	2020	8.45
Graduate Programme CPM	.NICMAR SODE	NICMAR	2018	65%
B.Tech Civil	UIET MDU ROHTAK	ROHTAK	2016	75%
12th class	AJANTA PUBLIC SCHOOL	CBSE	2012	85%
10 <sup>th</sup> class	DELHI PUBLIC SCHOOL INDIRAPURAM.	CBSE	2010	93%

TOTAL PROFESSIONAL EXPERIENCE:			
COMPANY	DURATION	DESIGNATION	WORK PROFILE
Square Yards Consulting Pvt. Ltd	01-07-2020 Till Present	Business Development Executive	Creating leads, generating prospects, Business Development, Client Meeting, and Pitching <b>Real Estate Class A Developer</b> about their significant projects, premium features, and quality featured projects pitching providing best solution and consulting services.
Cross Road Buildcon Private Limited	01-07-2018 To 20-06-2019	Project Coordinator	Report Generation, Coordination, Environmental Impact Assessment Reports and Maintaining Database MOEF and CC, Environmental Monitoring Services
Vardan Enviro Net Ltd	02-03-2018 To 20-06-2018	Assistant Civil Engineer	Report Generation, Coordination, Environmental Impact Assessment Reports and Maintaining Database MOEF and CC, Environmental Monitoring Services, Compliance of the Construction, Mining, Steel Industries
GNG Ltd	03-07-2017 To 31-01-2018	Management Trainee	Liasioning, Survey for LED Lights Industrial Market Requirements, Master Records, Material Requirement Planning, Logistic Invoice Verification, Procurement, Inventory Management, Record Maintenance.
Gurutek Estate Pvt Ltd	01-01-2017 To 20-06-2017	Project Coordinator	Estimation, Costing, Comparative Statement Fresco and Woodstock Site

ACADEMIC PROJECTS	Final BE Project	SPCL 3B+34 Hotel Towers , 3B+31 Office Towers IREO Site Supervision
	Mini Thesis	Study of Rigid and Flexible Pavement AAI Authority of India

## INDUSTRY EXPOSURE

ORGANISATION	LEARNINGS
Subinfra PMC Pvt Ltd	Tender Management , Material Management , Building Materials and Construction
SPCL	Site Supervision , Formwork , Estimation , Quantities Take off

## SUMMER INTERNSHIP

ORGANISATION	LEARNINGS
SPCL	Formwork , Mivan, Contracts , Documentation , SAP ERP

<b>FUNCTIONAL AREAS OF PROFESSIONAL INTEREST</b>	Tender Management , Contract Management , Procurement Management , Costing , Inventory Management
<b>SOFTWARE PROFICIENCY</b>	MS Office ,AUTOCADD , MSP , PRIMAVERA P6 , SAP

<b>LANGUAGES KNOWN</b>	English Hindi
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#### **EXTRA CURRICULAR ACTIVITIES/ACHIEVEMENTS:**

1. Participated in IIM Rohtak Marathon Race.
2. Participated in River Rafting and Awarded by the Government of Himachal Pradesh
3. Participated in IIPM Collage making competition.
4. Participated in Dance Events, Skit Event, and Debate Competition.
5. Participated in Inter- Sports Events in Badminton, Cricket from NICMAR Hyderabad
6. Member of the Placement Committee at NICMAR Hyderabad.
7. Participated in Lean Construction Workshop Conference at NICMAR Hyderabad.
8. Participant and Member of the Shiamak Daur of Performing Arts in Gachibowli, Hyderabad.
9. Certificate Programme in Contract Management from World Bank
10. Certificate Programme in Public Procurement from World Bank
11. Certificate in E- Procurement Learning (Self – Paced ) Course from World Bank
12. Certificate of Completion of Managing the Projects During a Labor Shortage and Rising Material Prices from Hanley Wood University.
13. Certificate of Completion on Windows and Doors for Coastal Challenges from HWU.
14. Certificate of Completion on Energy in LEED Today and Tomorrow from HWU.
15. Certificate of Completion on Engaging the Clients: Communication Strategies for Better Project Management.
16. Certificate of Completion on Creating a wellness Space in the Master Bath.
17. Certificate of Completion on Marketing Fundamentals on 5 July 2020.
18. Certificate in Business Finance Foundation from Great learning app

**Reference: I hereby affirm that the information furnished in this form is true and correct.**

**Date: 12 TH OCTOBER 2020**

**Place: Hyderabad**

**MANISHA JAIN**