



Kanishka Gupta

Female, 25

CAREER OBJECTIVE

Highly motivated and detail-oriented professional with one year of experience in the Contracts and Procurement department within a real estate organization. Proven ability to manage contract negotiations, vendor relations, and procurement processes efficiently. Strong analytical skills, excellent communication, and a solid understanding of real estate market dynamics.

SUMMARY OF QUALIFICATION

Course	Institute	CPI/%	Passing Year
PGP-ACM	National Institute of Construction Management and Research (NICMAR), Pune	8.15	2023
B. TECH CIVIL ENGINEERING	Sri Ramaswamy Memorial Institute of Science and Technology (SRMIST), Kattankulathur	79.63	2020
12 TH	City Montessori School, Aliganj Campus 1, Lucknow	89.25	2016
10 TH	City Montessori School, Aliganj Campus 1, Lucknow	85.00	2014

WORK EXPERIENCE

Total Duration: 1 Year 3 Months

Godrej Properties Limited, Gurugram

April, 2024 - Present

Executive in Operations - Contract & Procurement

Duration: 3 Months

- Assisted in drafting, reviewing, and negotiating contracts with vendors, contractors, and supplier
- Managed procurement processes including sourcing, evaluation, and selection of vendors to ensure cost-effective purchasing.
- Coordinated with legal and finance departments to ensure compliance with organizational policies and regulatory requirements.
- Maintained accurate records of all contracts and procurement activities, ensuring data integrity and confidentiality.
- Developed and maintained strong relationships with key vendors and suppliers to secure favorable terms and conditions.

Sunteck Realty Limited, Mumbai

April, 2023 - April, 2024

Management Trainee in EPC Contracts

Duration: 12 Months

- Prepared technical BOQs as per requisition from site
- Prepared and floated Tenders
- Created Comparative Statements
- Analyzed quoted rates by preparing technical rate analysis
- Conducted Vendor / Contractors meetings for negotiations
- Prepared Work Orders

INTERNSHIP/PROFESSIONAL TRAINING

Total Duration: 3 Months

Sunteck Realty Limited, Mumbai

Duration: 8 Weeks

9th May 2022 - 30th June 2022

- Assisted in making technical BOQs and tenders
- Prepared Comparative Statements
- Assisted for the preparation of Rate Analysis
- Attended Negotiation Meetings
- Drafted Work Orders

Chennai Metro Rail Limited, Chennai

Duration: 2 Weeks

1st June 2019 - 15th June 2019

- Learned about the techniques of tunneling and the station meet
- Construction of the upper part of the platform wall and the ceiling
- Learned about how to analyse structural drawings on site and work
- Surveying Using Dumpy Level

Excella Infrazone LLP, Lucknow

Duration: 3 Weeks

3rd December 2018 - 24th December 2018

- Energy efficiency like space heating, cooling and the use of solar energy
- Monitored and verified the concrete quality by doing slump cone test
- Learned about different types of footings
- Types of access used in residential buildings
- Preparation of Daily work report, maintaining the reports of labour and machinery at site

CERTIFICATIONS/ PUBLICATIONS

- Certificate Program in Contract Management from The World Bank
- RS & GIS Applications from Institute of Remote Sensing, IIRS - ISRO
- Construction Project Management from Columbia University
- Renewable Energy and Green Building Enterpreneurship from Duke University
- Wood Science : Beyond Building from West Virginia University
- Private Financing for Infrastructure and Sustainable Growth from Asian Development Bank Institute
- Achieving Sustainable Development Goals on Water and Sanitation from ADBI
- Virtual Industry Conclave by School of Civil Engineering, VIT Vellore

CONTACT INFO

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DOB

21-December-1998

PERMANENT ADDRESS

Narain Bhawan, C-67,
Sector - E, Aliganj
Lucknow
Uttar Pradesh
India
226024

LANGUAGES

- English
- Hindi

TECHNICAL SKILLS

- MS Office
- SAP
- MSP
- Primavera
- STAAD Pro
- QGIS Software
- AutoCAD

SKILLS

- Contracts Management
- Project Co-ordination
- Communication
- Dispute Resolution
- Vendor Negotiation
- Construction Management

PERSONALITY TRAITS

- Ethical
- Versatile
- Punctual
- Well Organised
- Team Player

INTERESTS / HOBBIES

- Acting
- Singing
- Badminton
- Basketball

ACADEMIC PROJECTS

- Retrofitting of a Conventional Building: Proposing Waste Water and Energy Management Strategies
- Design of mix proportion for ferrocement using M-sand
- Analysis of surface water quality and their design indices from Guduvanchery lake

WORKSHOPS

- Roadmap for Integrated Sustainability in the CRIP Sector at Annual Academic Conclave 2022
- Importance and Benefits of Green Buildings held at SRMIST, Kattankulathur
- Corrosion of Reinforcement and its Control at Structural Engineering Research Centre, Chennai
- MIDAS CIVIL at Sri Ramaswamy Memorial Institute of Science and Technology

POSITION OF RESPONSIBILITIES

- Member of Organizing Committee at 6th International Conference at ICCRIP 2022
- Student Member of American Society of Civil Engineers
- Member of Cultural Club - Movies Arts and Dramatics at NICMAR, Pune
- Committee Member of Techno-Management fest Aaruush'17 at SRMIST, Kattankulathur
- Council Member in 12th Standard at City Montessori School.

ACHIEVEMENTS

- First Position in Thespian Talents in Reverbs 2022, cultural fest at NICMAR, Pune
- Third Position in Indian Energy Conference at SRMIST, Chennai
- Second Position in Case Study at Mauritius Society of Quality and Control Circle, Mauritius
- Fourth Position in Cultural Event at Mauritius Society of Quality and Control Circle, Mauritius
- Consolation Prize in Public Speaking at Mauritius Society of Quality and Control Circle

I hereby declare that the above information is true to best of my knowledge and I bear responsibility for the correctness of particulars.

Place: Gurugram

Signature: