

# CHAITRA S SHETTY

Planning Engineer

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## Career Objective

To work in a progressive organization that incorporates varied spectrums of work & diversity. To know about local market trends, which endows consistency, competency & expertise in professional as well as social spheres, enabling collective excellence and technical growth, personal fulfillment with welcome attitude for new ideas and concepts to enhance the overall growth of the organization.

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## Professional Experience

### Total Experience: 3 Years 1 Month

#### 1. Total Environment Building Systems Pvt. Ltd. [Jan 2020-Aug 2021]

Designation: Planning Engineer.

Project: After the Rain, Yelahanka, Bangalore.

Project Description: 350 High end Villas in 60 Acres land.

Project Cost: \$ 18 Billion.

- Preparation of Project Schedule within defined timelines.
- Monitor the progress of work against the planned schedule.
- Tracking of schedule against milestones.
- Preparing of delay register.
- Procurement Planning and Material Tracking.
- Tracking Productivity and progress on projects on daily, weekly and monthly basis.
- Preparation of cash flow analysis.
- Coordinating with Architect, Service and concerned department.
- Preparation of BOQ.
- Coordination of GFC drawings.
- Certification of Shop drawings received from vendor.
- Preparation of Procurement plan.
- Preparing Daily, weekly and Monthly Progress Reports.
- Preparing look ahead plan for the execution team.
- Preparing reconciliation statement.
- Preparing Barbending schedule.
- Preparation of work and service order using Fugue.
- Preparing Purchase request and Purchase order through Fugue.
- Preparation of Labour bill and doing service entry using SAP.

- Preparation of shop drawings for flooring, shuttering.
- Preparation MIS Report.

## 2. KNK Construction Pvt. Ltd. Bengaluru India. [Jul2018-Dec2019]

Designation: Jr.Planning Engineer

Project: Manipal Centre for Virus Research, Manipal.

Project Description: Commercial Project

Project Cost: \$ 6 Million.

- Preparing Daily Progress Report, Weekly and Monthly Progress Report to Head office and clients.
- Preparing Project Schedule using Microsoft Project.
- Preparing and submitting Client Bill.
- Preparing Bar bending Schedule.
- Tracking Productivity and progress on projects.
- Preparing Labour bill using ERP.
- Tracking of schedule.
- Preparing of delay register.
- Coordinating with Client QC Department in all QC matters.
- Attending meeting with clients.

## Educational Qualification

Year of Passing	University/Boards	Examination	Percentage
APRIL 2012	KARNATAKA BOARD OF EDUCATION	SSLC	91.50%
JUNE 2014	KARNATAKA BOARD OF EDUCATION	PUC	90.33%
JUNE 2018	VISHWESHWARAAH TECHNOLOGICAL UNIVERSITY	BE, Civil	86.77%

## Technical Proficiencies

- Designing software's : Auto CAD, STAD Pro.
- Other software : Primavera P6, MS Office Suite (Project, Word, Excel, Outlook, PowerPoint) , SAP, Fugue, ERP(URCIMS).

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## Achievements

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- Conferred with Most Rev. Dr. Peter Paul Saldhana Gold Medal for securing First Rank in Bachelor of Engineering in Civil Engineering 2018-19
- Secured “Best Outstanding student in Academics” in Civil Engineering 2017-18.

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## Personnel Details

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**Nationality:** Indian; **DOB:** 9<sup>th</sup> Jun 1997; **Marital Status:** Single; **Languages:** English, Hindi, Kannada, Tulu; **Passport No:** T3593459; **Permanent Address:** Udupi, Karnataka, India.

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## Visa Details

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**Type :** Visiting Visa; **Validity:** 8<sup>th</sup> Dec 2021.