

Tanvi Chavan

Aundh, Pune Maharashtra

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SUMMARY

Techno managerial professional with 4+ years of work experience in **Value Engineering, Earned Value Management, Sourcing Strategies, Tendering & Bidding, Rate Analysis, Pricing Negotiation, Drafting Contract, Multiple project Coordination, Vendor Grievance Management, Proficient on ERP systems** and aspiring to work on challenging projects, honing my abilities and contributing to the development of the society.

EDUCATION

Qualification	Institute & Year of Passing	CPI/ Percentage
Bachelor of Law (LLB) - University of Pune	Pursuing LLB from AKK New Law Academy, 2019 - Present	66% (1st Semester)
PGP (REUM)* *Post Graduate Program: "Real Estate & Urban Infrastructure Management".	NICMAR [§] , Pune ; 2014 § "National Institute of Construction Management & Research, Pune".	8.32 CPI
BE (Civil Engineering) - University of Pune	K K Wagh Institute Of Engineering Education and Re- search. Nashik ; 2011	64.00 % (1st Class)
HSC : MSBSHSE[#]	GES J.D.C Bytco Junior College, Nashik; 2007	69.00%
SSC : MSBSHSE[#] # "Maharashtra State Board of Second- ary and Higher Secondary Education".	Rangubai Junnare English Medium School, Nashik ; 2005	76.13 %

EMPLOYMENT PROFILE

- 1. Research Collaborator** [From August 2018-Present/ **23 months**] at **NICMAR[§], Pune**
- 2. Visiting Faculty—Project Appraisal** [July – November 2018 & 2019 - **2 Semesters**] at Padmabhushan Dr. Vasantdada Patil College of Architecture (**PVPCOA**), **Pune**
- 3. Deputy Manager—Contracts** [February 2017 to April 2018;1 Year, 2 months / **14 months**] at **Runwal Realty Pvt Ltd, Mumbai** (<http://runwal.com/>)
- 4. Deputy Manager—Procurement & Contracts** [October 2015 to January 2017/**15 months**] & Assistant Manager—Procurement & Contracts [March 2014 to September 2015/**18 Months**] at **Sunteck Realty Ltd, Mumbai** (<http://www.sunteckindia.com/>).

INTERNSHIP

- * **Intern at Larsen & Toubro (L&T) ECC Division, Buildings & Factories IC, Mumbai** [April 2013 to June 2013/**2 Months**]
- * **Trainee Engineer at Vascon Engineers Ltd, Nashik September** [September 2011 to March – 2012 / **6 Months**]
- * Industrial Training at **MERI, Nashik for Software ERDAS 9.2** [December 2010 - January 2011/**1 Month**]

RESPONSIBILITIES

Currently working on **research** projects under NICMAR^S Institute research proposal on:

- Impact of Smart City on Socio-Economic Development: A Case study on Aundh-Baner-Balewadi (ABB) Area of Pune as a local Area Initiative.
- Impact of Demonetization on Real Estate Market in India – A case study on Pune City (Western Part).

CONTRACTS & PROCUREMENT

Tendering and bidding for fair prices, market analysis, technical and commercial evaluation of multiple residential & commercial projects.

Preparing **Rate Analysis** and Scrutinizing quantities, drawings.

Evaluation of the quotations/proposals received and preparing **techno-commercial comparative statements** in line to project requirement.

Coordination and multiple level **negotiations** with Vendors, for finalization of the contract.

Preparing **Bill of Quantities/Schedule of Items/Purchase order** w.r.t to technical specification in Enterprise Resource System (ERP-Farvision and In4Suite module).

Drafting **Terms & Conditions** of the Contract under **FIDIC** guidelines.

Coordination with project site team and contractors for seamless execution of work contract.

Vendor Grievance management. To develop **Sourcing Strategies**

Preparing **MIS** of work requisition under lead period. Weekly tracking & monitoring of work for lead time analysis.

Handling centralized material procurement for 6+ projects; **Earned Value Management** with respect to scope, cost and schedule planning with target baseline.

Insurance & Bank Guarantee:

Entrusted with multi-tasking responsibility of managing the portfolios of Property Insurance & Coordination with Contractors & Suppliers for Bank Guarantee.

Teaching:

Coordinating interactive sessions, setting and assessing the assignments and conducting juries for the subject – “**Project Appraisal**” to the Post Graduate Program students in Urban Design.

IT SKILL SETS

- ◇ Enterprise Resource Planning (In4Suite & Farvision),
- ◇ Microsoft Office Project, Primavera, Microsoft Office
- ◇ SPSS, Auto-CAD & ERDAS 9.2

TECHNICAL EXPOSURE

- ◇ NICMAR Thesis project: "Enhancing business value of a hotel through Asset Management".
- BE Project : "Land Use Land Cover Change Detection of Gangapur Dam Catchment Area Using ERDAS 9.2".

LANGUAGES

- ◇ English, Hindi and Marathi.

HIGHLIGHTS

- ◇ Presented and **Published** research paper of ongoing project—Impact of Demonetization on Real Estate Market in Pune City, **3rd International Conference** on Construction, Real Estate, Infrastructure, Project Management by NICMAR (**ICCRIP — 2018**).

DECLARATION

I, hereby declare that the information furnished above is true and correct to the best of my knowledge.