

NIKITA NITIN NARKHEDE

2057 Lake Park Dr SE, Apt A, Smyrna, GA 30080

www.linkedin.com/in/nikita-narkhede

3123913320

nmarkhede@hawk.iit.edu

OBJECTIVE

I aim to strive for excellence and work in such an environment that will help me enrich my knowledge and management skills as well as building my career. I am an industrious person with good communication skills and keen to show my dedication towards work for the melioration of organization and self.

SKILLS AND CERTIFICATION

Certification: CMIT, OSHA 30, LEED GA (In progress)

Software: Primavera P6, Microsoft Project, Bluebeam, RS Means, Vico Office, Synchro, Procore, Salesforce, AutoCAD

WORK EXPERIENCE

KaleTech, LLC | Chicago, IL

Assistant Project Manager

May 2020- Current

- Charting and monitoring summary level schedule reports using Primavera P6
- Gathering, analyzing, and auditing information to prepare reports on project progress
- Documenting weekly project performance reports
- Successfully accelerated schedule to minimize the timeline of the project

Murphy Kennedy Group | New York City, New York

Assistant Project Manager

Feb 2020- May 2020

- Facilitated distribution of budget and bidding documents to the sub-contractors
- Formulated submittal tracking log and revitalized submittals for contract compliance
- Arbitrated the preparation of detailed purchase orders and sub-contractors agreement
- Redesigned the pre-construction documentation work to achieve maximum profit

Christopher Glass and Aluminum | Chicago, IL

Estimating Intern

June 2019 – Dec 2019

- Estimated hard-bids for over 150 projects
- Collaborated with Project Managers in tracking RFI and Submittals
- Illustrated take-offs and assisted in presenting bid invitations
- Successfully analyzed and interpreted the construction blueprints using Bluebeam

Pragati Constructions | Bhusawal, India

Project Management Intern

June 2017 – Nov 2017

- Attained hands-on experience on site of a residential building and coordinated with the project management team
- Enforced a team to use Primavera P6 for construction planning and scheduling, encouraged use of latest construction technologies
- Supervised sub-contractor work

P. C. Shah Developers Pvt. Ltd. | Jalgaon, India

Civil Engineering Intern

June 2016

- Collaborated with supervisors for construction of a bridge over river: Designed and constructed the cofferdams
- Ensured construction of bridge is in accordance with the guidelines provided by Public Work Department of State of Maharashtra

PROJECTS

Building Information Modelling

Illinois Institute of Technology

June 2018– July 2018

- Successfully executed BIM analysis on a structure using Vico Office and Revit

Planning and Scheduling of Becker County Jail, Minnesota

Illinois Institute of Technology

Jan 2018 – May 2018

- Scheduled the Becker County Jail using Primavera P6 and Bluebeam

Cost Estimation of a 72-story residential building in Chicago

Illinois Institute of Technology

Jan 2018 – May 2018

- Estimated cost of a 72-story residential building as a part of an academic project using RS Means and Bluebeam

ACADEMICS

Illinois Institute of Technology | Chicago, IL, USA

Jan 2018- Dec 2019

Master of Science in Construction Engineering and Management | GPA: 3.72

Coursework: Construction Planning and Scheduling, Construction Cost Estimation, Lean Construction, Construction Contract

Administration, Construction Equipment Management, Real Estate Fundamentals, BIM, Legal Issues in Construction

Dr. Babasaheb Ambedkar Technological University | Maharashtra, India

June 2013- May 2017

Bachelor of Engineering in Civil Engineering | CGPA: 7.03/10

Coursework: Transportation Engineering, Theory of Structures, Earthquake Engineering, Hydraulics Engineering, Environmental Engineering, Foundation Engineering