

PRAGATI MEHTO

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CAREER SUMMARY:

A result-oriented construct project management professional with over four years of progressive experience in project coordination, planning, and execution of residential and Water Supply projects. Skilled in digital project monitoring, reporting, and productivity tracking to ensure quality, safety, and cost efficiency. Proficient in tools such as AutoCAD, MS Project, Primavera, and E-Pragati with strong analytical, communication, and team coordination skills.

EDUCATION:

PGP- Advanced Construction Management: (2017-19)

National Institute of Construction Management & Research, Goa 8.35 CGPA

B.E.-(CIVIL ENGINEERING: (2011-15)

Baba Saheb Naik College Of Engineering ,Pusad /Amravati University 7.74 CGPA

CAREER EXPERIENCE:

Prayash Designs Studio:

Jan'24- till date

Key Services & Responsibilities

- 🔧 Designed and executed 3BHK Duplex (1600 sq.ft.) and 2BHK (4-unit) (1000 sq.ft.) residential projects—from concept to client handover.
- 🔧 Conducted property valuations of (5 sites) involving site inspections, data collection, and report preparation under the supervision of a registered valuer.
- 🔧 Prepared and submitted building permission drawings on the ABPASS portal for Nagar Palika approval.
- 🔧 Provided interior design solutions customized to client requirements.
- 🔧 Provided layout to clients as per their requirements.

Larsen & Toubro Pvt. Ltd.:

Apr'19 – Oct'22

(WET IC- Water supply & Distribution BU)-PUNE/BHOPAL

Project Objective: Study, Survey, Investigation, Assessment, Design validation and Revamping of entire Water Supply System for Pune city including Water Audit, NRW reduction, SCADA, Bill reading and generation, Operation and Maintenance of the system from Pure water Sump of WTP to the Consumer end- Package-1,2,3,5,6 ,Pune ESGSR, Brahmani Package 2 & 3./Bhopal Division (12- sites)

Role & Responsibilities:

- 🔧 Worked as Project Coordinator / Senior Engineer (Operations Department) for multiple projects ensuring the implementation of digital initiatives such as Cognisite App, E-Pragati, and PEARL for real-time monitoring and productivity tracking.
- 🔧 Coordinated with site teams and headquarters to resolve drawing-related queries and prepared RFIs to ensure design clarity and execution accuracy.
- 🔧 Used E-Pragati for linking work orders, updating project progress, and tracking overall project performance.
- 🔧 Prepared Work Orders (WOs) for subcontractors and coordinated approvals from various departments (planning, cluster head, project manager, segment head, etc.) for smooth workflow at site.
- 🔧 Compiled and circulated Minutes of Meetings (MOM) after each cluster review to ensure timely resolution of discussed points.
- 🔧 Work Breakdown Structures (WBS) for new projects under the Bhopal division as per tender documents and incorporated updates in E-Pragati for performance tracking.
- 🔧 Prepared BBS for RCC structures (footings, columns, beams,slabs etc.) as per drawings.
- 🔧 Prepared Quality Objective Plans, EHS Observation Summary Reports, and coordinated with site teams for closure of observations to enhance site safety and compliance.
- 🔧 Reviewed and submitted MPCS, SCR, MPR, and JCR reports to HQ to ensure accurate project and financial tracking.
- 🔧 Coordinated with procurement teams for monthly material requirements (cement, steel, consumables) ensuring timely delivery to sites.

- ☞ Actively participated in EHS review meetings and ensured timely implementation of safety measures to avoid hazards and accidents.
- ☞ Maintained documents like customer satisfaction report, Drawing control Register, site job risk register & customer complaint report etc. for all Projects.
- ☞ Conducted follow-ups with all sites for corporate social responsibility (CSR) initiatives, including plantation drives.
- ☞ Attended EHS Review meetings to analyse the nos. of observations raised and closure of the same to avoid any hazards/ accidents.
- ☞ Attended various trainings such as Team Building, E-Pragati, and Planning Workshops to understand organizational culture and improve operational efficiency.

Value & Budgeted Home Company Pvt. Ltd:

Apr'18 – June'18

VBHC Palm Heaven Phase II- Multi-storeyed residential Building

Roles and Responsibilities:

- ☞ Prepared checklists for finishing works including waterproofing, tiling, painting, and plumbing.
- ☞ Supervised site labor to ensure strict adherence to methods, quality standards, and safety protocols.
- ☞ Reviewed and interpreted project drawings, electrical layouts, and plans for accurate execution on site.

Shewalkar Developers Ltd. Nagpur:

July'16 -Dec'16

The Business Park- Multi-storeyed commercial & residential building

Roles and Responsibilities:

- ☞ Prepared daily, weekly, and monthly progress reports (Key Performance Indicators) and evaluated performance against planned schedules.
- ☞ Supervised site labor and construction activities to ensure strict adherence to methods, quality standards, and safety procedures.
- ☞ Reviewed and interpreted architectural, structural, and electrical drawings for accurate site execution.
- ☞ Cross checked reinforcement details on site with structural drawings.
- ☞ Checked the quality of RCC works such as foundations, columns, beams, walls, and slabs.
- ☞ Coordinated and ensured the required concrete grade strength as per project specifications.
- ☞ Verified the quality of concrete through 7-day and 28-day strength tests.
- ☞ Oversaw the execution of site works, ensuring completion as per approved plans and safety norms.

TECHNICAL SKILLS:

- ☞ Design & Drafting Software: AutoCAD (Certified in Computer-Aided Drafting Skills)
- ☞ 3D Modelling & Visualization: SketchUp, Enscape (for rendering)
- ☞ Office & Reporting Tools: MS Office (Excel, Word, PowerPoint)
- ☞ Project Management Tools: MS Project, Primavera, Candy, @RISK
- ☞ Resource allocation, Project planning, Contract Management, Project Rescheduling.

KEY MANAGERIAL SKILLS:

Strong Communication, Positive attitude, Quick learner, Dedicated and responsible team player.

ADDITIONAL ACHIEVEMENTS & CERTIFICATIONS:

- ☞ Certified in Computer-Aided Drafting Skills
- ☞ Certified in Lean Six Sigma Green Belt-KPMG India
- ☞ Attended trainings such as Team Building , E-Pragati, & Planning Workshop.
- ☞ Coordinated the Photography Competition – 2K13 at BNCOE, Pusad.
- ☞ Co-coordinated Badminton & Throwball events during GAIETY – 2K14.
- ☞ Served as Event Coordinator for Setu Nirman – 2K18, NICMAR Goa.

LANGUAGES:

English, Hindi and Marathi