

# ANIKET DIGAMBAR SUDRIK

C16/2-12 Nivara Co-operative Housing Society, Sector  
46, Near Navratana Hotel, Seawoods Darave - 400706

PHONE: 9321372240

Email: [sudrikaniket49@gmail.com](mailto:sudrikaniket49@gmail.com)

---

- To use my skills in the best possible way for achieving the company's goals.

## EXPERIENCE

**TENDER EXECUTIVE**, EXIMIUS MANAGEMENT PRIVATE LIMITED  
(May 2024- Present)

- Reviewing tender documents thoroughly to interpret project requirements, scope of work, eligibility criteria, technical specifications
- Work with internal teams to gather the information needed for preparing bids and ensure all documents are completed accurately and on time.
- Attending the pre – bid meeting for tender purpose & also visiting the site
- Handle tasks on the GEM (Government e-Marketplace) portal, including bid submissions, vendor registration, and managing clarifications to ensure compliance with government requirements.
- Knowledge of various different State E-procurement portal
- Create detailed cost sheets for each project as per the clients BoQ, breaking down expenses to ensure accurate and competitive pricing.
- Communicate with vendors to gather pricing, negotiate terms, and make sure they meet project requirements.
- Filling of Annexures and Affidavits and ensure documents are notarized for tender submission

**PROJECT ENGINEER, BEST GEOTECHNICS PRIVATE LIMITED**  
(Jan 2023- December 2023)

- Drafting of Retaining walls using software's like AutoCAD 2D for US based clients.
- Designing of Mechanically Stabilized Earth Walls (MSEW) and Reinforced Soil Slopes (RS) walls.
- Proficient in software's such as AutoCAD 2D and 3D, MSEW+, ReSSa, and IIT – Pave
- Basic knowledge of geotechnical codes such as FHWA -NHI, AASHTO, and IRC SP – 102.
- Knowledge of different types of geosynthetics (for e.g., geotextiles, geomembranes, geocells and geogrids) and its application in various engineering fields.
- Experience in procurement and purchasing of geosynthetics, along with preparation of cost estimates and Bill of Quantities

**PROJECTS WORKED ON:**

- **SHIMLA BYPASS GREENFIELD PROJECT**
- **PROJECT SEABIRD – PHASE II, KARWAR**
- **BANGLADESH CANAL LINING PROJECT**
- **LADAKH ROCK SLOPE PROTECTION PROJECT**

**EDUCATION**

**BE CIVIL ENGINEERING, VIVA INSTITUTE OF TECHNOLOGY (VIRAR)**

Completed my Graduation in Civil Engineering from University of Mumbai with a CGPI of 6.94 (63.94 %) in the year 2021.

**HIGHER SECONDARY SCHOOL (HSC), BHARTIYA VIDYA BHAVANS  
COLLEGE (ANDHERI)**

Completed HSC from Maharashtra State Board with 66% in the year 2017.

## SKILLS

- Software's known – AutoCAD 2D and 3D, MSEW+, ReSSa+, IIT- Pave, GEM Portal, State E-procurement portals
- Knowledge of Python Basics, SQL Basics, PowerBI
- Proficient in Microsoft Office Software's
- Good communicative skill and interpersonal skill while dealing with people

## PERSONAL INFORMATION

Father's Name	Digambar Sudrik
Mother's Name	Darshana Sudrik
Gender	Male
Age	25
Languages	English, Marathi, Hindi
Linkedin	<a href="https://www.linkedin.com/in/aniket-sudrik-91093721a">https://www.linkedin.com/in/aniket-sudrik-91093721a</a>

**ANIKET SUDRIK**