

POONAM .P. PRASAD

Assistant Professor

M.E (Civil), Mumbai University.

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CAREER SUMMARY

- A committed and result oriented engineer with over 9 years of progressive professional experience, combining major 7 years of strong academic experience as **Assistant professor** at engineering colleges affiliated with Mumbai University and 2 years of Professional experience as a billing engineer in building construction.
- Skilled in delivering core subjects with a commitment of academic excellence and student's success. Successfully handled key academic and administrative responsibilities, including serving as NAAC Criterion 2 Coordinator, Departmental Training & Placement Coordinator, B.E. Project Coordinator, and Exam Coordinator, Lab in-charge, frequently invited as a guest lecturer and external examiner and recognized for academic contributions as a University Paper Setter.
- Actively involved in sharing knowledge, support students in their goals and contribute to the growth of the department and institution.

EXPERIENCE

- **ASSISTANT PROFESSOR** (August 2026 – Till date)
At Sardar Patel College of Engineering, Andheri W, Mumbai 400058
- **ASSISTANT PROFESSOR** (July 2025 – July 2026)
At Datta Meghe College of Engineering, Airoli, Dist-Than, Maharashtra, Mumbai University.
- **QS & BILLING ENGINEER** (January 2023 – Feb 2023)
At Capacite infraprojects limited, Mumbai (Head office), Maharashtra.
- **BILLING ENGINEER** (December 2020 – December 2022)
At B.R.B Buildcon Pvt Ltd, Dhule, Maharashtra.
- **ASSISTANT PROFESSOR** (August 2019 – November-2020)
At Ideal Institute of Technology, Tal-Wada, Dist-Palghar, Maharashtra, Mumbai University.
- **ASSISTANT PROFESSOR** (April 2017 - Nov 2017) & (July 2018 - Dec 2018)
At G.M. Vedak Institute of technology, Tala, Tal & Dist- Raigad, Maharashtra, Mumbai University.
- **LECTURER** (July 2016 – March 2017) & (January 2019 – July 2019)
At Maharashtra polytechnic Mandangad, Tal-Mandangad, Dist-Thane, MSBTE.

➤ **SUBJECTS TAUGHT as assistant professor & lecturer.**

1. Design and Drawing of Steel Structure (DDSS)
2. Theory of reinforced concrete structures (TRCS)
3. Building material and concrete Technology (BMCT)
4. Advanced Concrete Technology (ACT)
5. Design of R.C.C Structures (D.R.S)
6. Design of Steel Structures(DSS)
7. Disaster Management and Mitigation Measures (DMMM)
8. Material Procurement and Management (MPM)

➤ **PROJECTS WORKED ON as billing engineer.**

1. **Name of Work:** Construction of Administrative Building for Nandurbar Municipal Corporation in Nandurbar city, Dist. Nandurbar.
Client: Nandurbar Municipal Corporation. (NMC)
2. **Name of Work:** Construction of 44 storey High rise tower at mount marry, Bandra west, Mumbai.
Developer: Capacite Infraprojects Limited.

JOB ROLE AND RESPONSIBILITY

• **Assistant Professor:**

- Delivered lectures, tutorials, and practical sessions for undergraduate students. Prepared course materials, lesson plans, and assessment tools aligned with academic objectives.
- Guided and coordinated final-year engineering projects, assisting students with topic selection, technical supervision, documentation, and presentation in line with academic standards.
- Oversaw all departmental examination activities, including paper setting, scheduling, invigilation duties, internal assessments, and coordination with the university examination cell.
- Frequently visited the other institution on invite as a guest lecturer and external examiner for viva.
- Led the preparation and documentation for NAAC Criterion 2, ensuring timely data collection, quality enhancement practices, and compliance with accreditation requirements.
- Acted as a liaison between students and the placement cell; organized training programs, industrial visits, internships, and campus recruitment activities.
- Managed laboratory infrastructure, equipment maintenance, inventory control, and ensured adherence to safety protocols and academic requirements.
- Appointed as a paper setter for the Board of Examinations under Maharashtra University Act 1994, Section 32(5), contributing to the university-level examination process with confidentiality and integrity.
- Coordinator of Oral Practical Examination.
- Coordinator of ERP system.

- **QS and Billing Engineer:**

- To Support the Project Manager in billing, generating cost related report and document.
- Checking and certification of bills and invoice from vendors and contractor.
- Prepare & process subcontractor bills.
- Calculating quantities of work done from drawings.
- Preparing material consumption statement timely for various activity.
- Coordination with site engineers for quantity and bill purpose.
- Site Visit for Physical Checking of bill measurement at Site

COMPUTER SKILL

Operating System : Windows 10, 11
Familiar with : Internet related operations, MS-CIT.
Other Software : MS-Office, Excel, M.S Project, Auto CAD.

EDUCATION QUALIFICATION

- **Exam** : Master of Engineering (M.E civil)
- **Specialization** : Construction Engineering and Management(CEM)
- **University** : Mumbai University.
- **College** : Pillai HOC College of Engineering, Rasayani, Raigad.
- **Marks Obtained** : 8.19 (CGPI)
- **Passing year** : 2019

- **Exam** : Bachelor of Engineering.(BE Civil)
- **University** : Mumbai University.
- **College** : G. M. Vedak Institute of Technology, Tala, Raigad.
- **Marks Obtained (BE):** 8.19 (CGPI)
- **Aggregate** : 6.75 (CGPI)
- **Passing year** : 2016

B.E/M.E PROJECT

B.E Project Name: Investigation of “Delays Occurring In Construction” of Residential Buildings
Project Duration: 12 Months.

Objectives of Project:

- To analyze the reason and factors of project delays.
- To classify and evaluate delays, claims and related issues.
- To understand, compare and specify their issues.

M.E Final Project Name: Assessment of Application of Value Engineering in the Construction Industry and its Comparative Study with Conventional Method

M.E Special Topic: An Assessment of Safety Measures Adoption and Implementation at Construction Sites in India”

CONFERENCE AND PUBLICATION

- Presented “An Assessment of Safety Measures Adoption and Implementation at Construction Sites in India”, in **3rd International Conference on “Construction, Real Estate, Infrastructure and Project (CRIP) Management”, NICMAR** (November 23-25, 2018).
- Published paper entitled “Assessment of Application of Value Engineering in the Construction Industry and its Comparative Study with Conventional Method” in **Journal of Emerging Technologies and Innovative Research (JETIR)**.

EXTRA CURRICULAR ACTIVITIES

- **Attended STTP on:** “Application of Remote Sensing and GIS in Disaster Management: Response, Recovery and Reconstruction”
- **Attended STTP on:** “Advances in Disaster Management and Risk Reduction: A Remote Sensing and GIS Approach”.
- Attended Faculty Development Program (FDP) in Maharashtra Polytechnic, Mandangad.

PERSONAL DOSSIER

Name	: Poonam Parmeshwar Prasad.
Designation	: Assistant Professor
Permanent Address	: Flat No A-503, Building No. 94 Sai Aditya Raj Pant Nagar Ghatkopar (E). Dist-Mumbai Suburban district, Maharashtra 400075.
Date of Birth	: 11-07-1992
Sex	: Female
Marital Status	: Married
Languages Known	: English, Hindi, and Marathi

DECLARATION

I hereby declare that the information provided by me is true to the best of my knowledge and belief.

Place:
Date:



Yours Sincerely,
Poonam Prasad.