**Margi (B.E. Civil)**

[**Margi.243250@2freemail.com**](mailto:Margi.243250@2freemail.com)

Objective:

A sharp & highly competent professional seeks assignments which are challenging in nature with a reputed organization.

Professional Summary:

A diligent professional, **CRPEP Registered** **Civil Engineer(Category – C)**, A keen learner and an enthusiastic professional who strives for excellence by taking on challenging & enriching assignments and constantly updating technical and office skills.

Core competencies:

* Self-Confident
* Quick Learner
* Good Oratory Skill
* Communication

 Key Qualification:

I am Civil Engineer having a Post Graduate Diploma in Human Resources Management. I have been involved in various technical tasks such as developing plan, elevation and cross sectional views for various buildings, preparation of estimates and designing of RCC structures as per IS code provisions and developed detailed drawings for the same. Have good knowledge of AutoCAD to develop drawings in 2D, 3D.

Addition to above technical experience I am also having experience of managing office administration, maintaining general records, communication with clients, co-ordination for office activities.

PROFESSIONAL EXPERIENCE:

* **ISA Al HADI ENGINEERING *Feb’2016– Till date***

ISA TOWN, Bahrain

**Civil Engineer**

*Responsibilities involved as follows*:

* AutoCAD work for proposed and existing buildings.
* Preparing B.O.Qs for Residential Villas.
* Site Supervision.
* **Al Rayan Construction *Aug’2013– Aug’2014***

Manama, Bahrain

**Junior Civil Engineer**

*Responsibilities involved as follows*:

* Developed plans on AutoCAD for proposed and existing buildings.
* Preparing B.O.Qs for Residential Villas.
* Evaluation of Tender Work for Mosques.
* Ministry work for building repairs and maintenance.
* **M.V.S. Architect & Interior Designer****s *Aug’2009– Sept’2012***

Gujarat, India

**Assistant Civil Engineer**

*Responsibilities involved as follows:*

* Planning of the building (Auto Cad – 2d, 3d)
* Estimation of the building.
* Designing of RCC structures using IS codes & site visit occasionally.
* **Arth Consultants                                                            *Oct’2002 – Oct’2004***

Gujarat, India

**Trainee, Junior****Civil Engineer**

*Responsibilities involved as follows:*

* To develop plan, Elevation and Sectional Elevation of the building.
* To Prepare detailed estimation of the building.
* Designing of RCC beams (Singly & Doubly Reinforcement) and RCC Slabs (One way & Two way) using IS codes.
* Site visit of the building occasionally.

EDUCATION & CERTIFICATION:

* ***Urban Infrastructure Planning               June’2010 – Dec’2010***

***(E - Course), CEPT University***

*Gujarat, India*

* ***Post-Graduation in Diploma Management – HR Sep’2005 – Feb’2007***

***(Affiliated with British Accreditation Council)***

*London, UK*

* ***BVM Engineering College, SP University                    Sep’1997 – July’2001***

***Bachelor in Civil Engineering***

*Gujarat, India*

SOFTWARE SKILLS:

* M.S.Office
* Auto-Cad (2d & 3d)
* 3d max(Learning in Global Institute))

PERSONAL INFORMATION:

* Date of birth : 25th April 1980
* Gender : Female
* Nationality : Indian
* Marital Status : Married
* Driving License : No
* Linguistic skills : English, Hindi, Gujarati

**Cover Letter**

Respected Sir/Madam,

This letter is to express my interest as seen on the website.  I believe that my experience and education will make me a competitive candidate for the opportunity.

The key strengths that I possess for success in this position include, but are not limited to the following:

· Strive for continued excellence.  
· Strong communication skills.  
· Self-starter.  
· Eager to learn new things.  
  
I am ready to add value to your company from day one with many transferable skills that I believe are exactly what you are looking for, with this new opportunity.  
  
I have attached my resume for your consideration and trust that you'll find my experience of interest.

In the meantime, I look forward to hearing from you very soon.