SHELLY

Civil Engineer [shelly-283918@2freemail.com](mailto:shelly-283918@2freemail.com)

1 Month notice period

Approved Member of Society of Engineers Sharjah Municipality Card (G+1) Holding valid UAE driver’s license



**OBJECTIVE**

I would like to work in a company which provides an environment where i can utilize my full potential and also get a chance to contribute positively towards meeting company’s objectives.

**BASIC ACADEMIC CREDENTIALS**

SEPT 2008 - APRIL 2012 - **Bachelor of Engineering [Civil Engineering].**

Aarupadai Veedu Institute of Technology, Chennai. Vinayaka Mission University, Chennai, India.

JUNE 2005 - MAR 2008 - **‘A’ Level [Higher Secondary Examination].**

St. Michael’s Higher Secondary School, Kaduthuruthy, Kerala.

Board of Higher Secondary Examination, Kerala, India.

JUNE 2004 - MAR 2005 - **‘O’ Level [Secondary School Leaving Certificate Examination].** St. Michael’s Higher Secondary School, Kaduthuruthy, Kerala. Board of Public Examination, Kerala, India.

**JOB EXPERIENCE**

* Organization : Sharjah, UAE. Job Position : Civil Engineer / Project Engineer

Duration : 4 years (Sept 2016 to Sept 2020)

* Organization : Public Work Department, Kottayam, Kerala, India. Job Position : Site Supervisor

Duration : 9 months (May 2015 to Sept 2016)

* Organization : Kerala State Science & Technology Museum, Kottayam, Kerala, India. Job Position : Site Engineer

Duration : 1 year (April 2014 to April 2015)

* Organization : CJ’s Haritha Homes, Kottayam, Kerala, India. Job Position : Site Engineer

Duration : 1 year 7 months (Sept 2012 to April 2014)

**JOB RESPONSIBILITIES**

* + Assisting in establishing of client`s requirements and undertaking feasibility studies.
  + Preparation of Bill of Quantities, Daily Site Report, Budgets and Monthly Invoices.
  + Analyzing outcomes and writing Detailed Progress Report.
  + Inspecting completed work and checking invoices of sub – contractors.
  + Sending enquiries to the suppliers and subcontractors.
  + Conducting material procurement surveys.
  + Liaising with sub-contractors and material suppliers.
  + Preparing weekly work schedules.
  + Preparing weekly Material Requirement and Labour Deployment Estimates.
  + Leading and directing onsite construction teams.
  + Studying and assessing drawings, plans,specifications and other documents relating to construction and ensuring compliance thereof.
  + Setting out the works in accordance with the drawings and specifications.
  + Ensuring that all the works meet the stipulated quality standards.
  + Following up the concreting works in a presence of the Engineer or Consultant, slump test and cubes preparation for the compressive test.
  + Ensuring proper execution of all the site works

**WORKSHOP & TRAINING ATTENDED**

* Attended National Conference on Environmental Science and Technologies for Sustainable Development (ESTSD).

**PROFESSIONAL COMPETENCES & COMPUTER SKILLS**

**Technical Skills**

* Operating System - Windows XP, Vista, 7, 8, 10.
* Software Tools - Microsoft Office.
* Basic AutoCAD
* Quick learner and confident to take up challenging tasks.

**INTERPERSONAL SKILLS**

* Hardworking, honest and co-operative in nature.
* Motivated, proactive and possess a can-do attitude.
* Ability to maintain good relations with the team members.

**PERSONAL DETAILS**

Date of Birth : 31-Aug-1989 Sex : Male

Place of Birth : Kerala, India Marital Status: Single Religion : Christian Nationality : Indian

Visa Status : Residence Visa (Expiring in1month)

**Hobbies :** Listening Music, Travelling.

**LANGUAGES KNOWN**

* English
* Hindi
* Malayalam

**DECLARATION**

I hereby declare that the above given details are true to the best of my knowledge and belief.

Sharjah (Shelly)