# RESUME

# 

**SHITAL**

[**SHITAL.328555@2freemail.com**](mailto:SHITAL.328555@2freemail.com)

##### PROFESSIONAL OBJECTIVES:

**A prospective career in the field teaching / archive Clarke / as site secretary amidst challenging environments that would utilize and hone my professional and interpersonal skills and in the process augment values to the concern.**

**EXPERIENCE SUMMARY**:

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With 2 years experience as teacher in Patel bhimji kesra vidhyalay in India

With 5 years experience in Dubai UAE ad archive Clarke and site secretary in Kaveri General contracting company .

**EDUCATIONAL QUALIFICATIONS:**

**B.A (English)- Gujarat university in Kutchch - 2004 in first class.**

**PROFESSIONAL EXPERIENCE:**

**Worked in various projects in uae from archive clarke to site secretary in the 5 years of experience.**

##### SOFTWARE SKILLS:

**Packages : Microsoft Office.**

**JOB EXPERTISE**

AS TEACHER:

Handle the class n understand the student view.

Good knowledge of dance n drawing .

AS SITE SECRETARY:

Drawings Implementation  
  
Safety Regulation Implementation  
  
Coordinate and Planning  
  
Project Scheduling  
  
 Rate Analysis

Running Bills formulation

Sub-Contractor Bill Formulation

Bill Verifications

Documentations & Records

Preparation of project bills

Contract agreement and documents preparation

**D.Capabilities:**

**CAPABILITIES:**

**a .Fast Learner and adaptive  
  
b. Good Communication Skills  
  
c. Interest in Construction and Execution work.  
  
d. Able to coordinate with the Client, Consultants and other Authorities  
  
e. Having Experience to handle the projects**

**PERSONAL DETAILS:**

**Date of Birth : 20/04/1982**

**Gender : Female.**

**Nationality : Indian.**

**Marital Status : Married**