

Eng. Anita

Anita.350658@2freemail.com

# Personal Detail

# **Date of Birth -** 12th August, 1992

# **Gender -** Female

# **Marital Status - Single**

# **Nationality – Nepali**

# **Visa Status- Visit Visa**

# Objective

“To employ my knowledge in the civil engineering sector by becoming an asset to a company, where I can establish friendly relation with colleagues and clients and execute all my responsibilities to the very best of my abilities with a desire to grow along with a Progressive Organization and achieve career satisfaction.”

# Education

## bachelorS IN Civil engineering| (64.8%)| 2015 | tribhuvan university, institute of engineering, thapathali campus

* Address: Thapathali, Kathmandu, Nepal
* Related coursework: Civil Engineering

## +2 |First division (65.9%)| 2009 | HSEB | rADIENT HIGHER SECONDARY SCHOOL

* Address: Bhimdattanagar, Kanchanpur, Nepal
* Related coursework: Physics, Chemistry and Mathematics

## SLC |first division (74%)| 2007 | Shree rastriya bal vidhyalaya

* Address: Bhimdattanagar, Kanchanpur, Nepal
* Related coursework: School Leaving Certificate Curriculums

# Working Experience:

## Civil Engineer | Verma associates (p) ltd | Jan 2016-Fef 2017 (1 Year)

* Analysis and Design of Residential RCC building using ETAB 2015
* Design and Detailing using AutoCAD
* Valuation of Property for “A” class Bank
* Supervision of construction site.

## teamwork | Nepal engineering ASSOCIATION | 1st march 2015 – 26th may 2016

* Work as a Team Member for the assessment of Electronic & Manual Building Permit System (E-BPS & MBPS) on behalf of Nepal Engineer’s Association organized by UNDP.
* Surveying

# Academic Experience

* Completed final year project work entitled- Design and Analysis of Residential Building.

# Achievements and Trainings

* 2014: SAP – v.17, MS-Project 2007 and Auto CAD Training conducted by Civil Engineering Society, Thapathali Campus

# Skills & Abilities

* Expert in Microsoft’s Office Package, Photoshop
* **Auto CAD 2d & 3d, 3D Max Design**
* ETAB
* Proposal/Report preparation
* Professional Presentation

# Communication

* Written and verbal communication skills
* Fluent in English, Nepali and Hindi language
* Friendly and open-minded committed to client satisfaction

# Leadership

* Exceptional leadership skills
* Able to take on responsibility

# Research skills

* Highly critical thinker with effective researching skills

# Adaptability

* Flexible team player who prospers in a fast-paced work environment based on past experience
* Ability to work well under pressure
* Quick learner, keen to learn and improve skills

# Interpersonal skills

* Interpersonal and relationship building skills (*proven through interaction with client in office, teamwork, student leader etc.*)