**BINJU**

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### *CAREER OBJECTIVE*

To undertake challenging and innovative assignment where I can discharge the best of my knowledge and skills to the fulfilment of company’s long term goals and thereby enhancing my abilities to compete in the field of engineering.

# *SKILLS SUMMARY*

* Overall **5yrs** of experience in the field of **Project–Material Coordinator, Document Controller, Draughtswoman in Project Division**.

## *PROFFESSIONAL EXPERIENCE*

**DECEMBER 2013 TO PRESENT**

Employer : ARCO International Contracting LLC, Abu Dhabi

(AL RYUM GROUP OF COMPANIES)**ISO:9001. ISO: 14001 & BS:OHSAS 18001**

Designation : Coordinator Cum Draughtswoman (Project Division)

*Responsibilities:*

* Documentation skills for documenting project schedules, responsibilities and progress.
* Coordination skills with which to develop cordial relationships with other supervisors and complete projects
* Worked in coordination with the project administrator and managers to complete the projects – Served as a point of contact from project initiation to completion.
* Worked with project team members, clients and vendors to coordinate activities, provisioning, environment setup, installation, and integration testing.
* Worked under the supervision and guidance of the assistant project manager and superintendent; became proficient in many project strategies from them.
* Review relevant data to determine cost of materials.
* Prepare purchase orders within project budgets.
* Preparing Order confirmation for the materials and followup with supplier until material delivery.
* Coordinating with Site and Updating Projects documents as per the site requirement
* Allocated resources to various departments and managers as per their needs and requirements.
* Attended annual meetings and summits and presented upcoming projects.
* Coordinated with the project supervisor in additional assignments and small projects.
* Handling Incoming Letters, Transmittals Technical Documents from Client, Subcontractors etc.
* Assisting senior staffs Maintain log/Control/Track/Issue of complete project documentation
* Planned, controlled and directed documentation of Project file.
* Organized and reviewed project deliverables with the engineering team and monitors quality to ensure all documents conform to established standards and procedures.
* Coordinating and follow up with the suppliers for preparing technical Submittals as per the Contract/Project Requirement/Bill of Quantity (BoQ)/Check list.
* Send Enquiries and collecting quotation as per the project specification and requirements.
* Contact each vendor and take information regarding price & availability.
* Initiate contact with vendors to check availability of needed items.
* Research pricing information and compare prices and quotations.
* Maintain supplier price lists & Good negotiation skills.
* Well versed in obtaining bids from suppliers and negotiating prices  
  • Skilled in calculating cost factors

•Adept at conducting individual studies to develop and establish related cost data  
• Familiar with state issued construction and costing principles and policies  
• In depth knowledge of foundation and structural systems involving various materials  
• Skilled in organizing and preparing scope of work and price proposals  
• Comprehensive computer skills including Microsoft Word, Excel and Outlook.

* Preparing O & M Manuals.
* Prepare Electrical Design Layout, such as Lighting, Power and LV. using AUTO CAD 2013 Version.
* Reporting and discussing regarding the alterations in the drawings with Engineers and Project Managers.
* Assisting the site supervisors to ensure accurate dimensions, sizes etc. Maintaining As-built records, preparing mark-ups, final As-built documents.

***Project Handled:***

1. Project : Irrigation Upgradation at Taweela Palace, Abu Dhabi
2. Project : Al Falah Community Development – Landscaping Works for Villages 4 & 5
3. Project : Landscape works for H.H Sheikh Saif Bin Zayed palace
4. Project : Sea Palace Villa Complex for son’s of H.H Sheikh Hamdan Bin Zayed
5. Project : C 10/2012, Construction and Execution Of A Network For Irrigation & Improving the Main Entrances For Eastern Sector, Al Ain
6. Project: C 908/3A, Conversion of Manual Control System for Irrigation Networks in Abu dhabi.
7. Project : PGD-O & M-103, Abu Dhabi city quadrant , surrounding islands operation and maintenance for landscape irrigation, storm water and associated infrastructure
8. Project : C 209/5, Rehabilitate the park and infrastructure in Abu Dhabi Mainland (Phase 6 Infrastructure)
9. Project: C 407/1, Value Engineering Enhancement of Landscape Outside Abu Dhabi Island.
10. Project: C 305, Operation and maintenance of Parks, Landscapes, recreational facilities and their related infrastructure of assets for Delma Island, Western Region, Emirates of Abu dhabi.
11. Project : TAM-TR-RFP-T-0045, Newyork University Abu Dhabi Saadiyat island campus outdoor play area & additional landscaping
12. Project : PRFD/O&M/ 111 & PRFD/O&M/ 112 R, Operation and maintenance of landscape and pocket park assets on Abu Dhabi Island.

**OCTOBER 2011 TO NOVEMBER 2013**

Employer : JK ENGINEERING SERVICES Abu Dhabi, U.A.E.

Designation : Document Controller / Electrical Draughtswoman

Responsibilities:

* Maintain log/Control/Track/Issue of complete project documentation
* Coordination of MEP services of the project
* Coordinating all the notices, modification and requirements of the client with technical staff.
* Assisting the site supervisors to ensure accurate dimensions, sizes etc. Maintaining As-built records, preparing mark-ups, final As-built documents.
* Prepare Electrical Design Layout, such as Lighting, Power and LV. using AUTO CAD 2012 Version.

***Project Handled:***

* Project : New 400/132KV Grid Station at Bahia (LOT 1A)
* Project: 400KV XLPE Underground Cable circuits between Bahia and Saadiyat Grid Statons.

### *EDUCATIONAL QUALIFICATION*

* **MBA-** Masters in Business Administration(Pursuing 4thsemester as Distance Education) – **Project Management** , Muthoot College, Sikkim Manipal University, India (2014-2016)
* **Graduation –BSc (Maths),** Bachelor Degree in Mathematics, Catholicate College, M.G. University, Kerala India on 2006-2009. (Certificates is attested)
* **Higher Secondary – Plus Two** M.G.H.S School Kerala, India on 2004-2006.
* **Secondary Education - S.S.L.C**. M.G.H.S School Kerala, India on 2004.

### *TECHNICAL EXPERTISE*

* Diploma in Draughtsman ship from Industrial Training Centre.(ITI) and the Examination was conducted by National Council for Training in Vocational Trades (NCVT), Government of India. (Certificates is attested) –

( 2009 – 2011)

* Diploma in Auto CADD

### *COMPUTER PROFICEINCY*

* M.S.OFFICE, Windows, AutoCAD 2007 - 2013 Version.

### *PERSONAL INFORMATION*

Age & Date of Birth : 25. 09 .1988

Sex : Female

Nationality : Indian

Marital Status : Married

Visa Status/ Profession : Employment visa

Linguistic Ability : English, Malayalam & Hindi

Hobbies : Reading, Listening Music