DIXIT

C/o- +971 501685421 I [dixit.360521@2freemail.com](mailto:dixit.360521@2freemail.com)

# OBJECTIVE

Have an in-depth knowledge of civil engineering principles and theories. Seeking for a challenging position as a Quantity Surveyor, where I can use my planning, managerial and overseeing skills in construction and help grow the company to achieve its goal.

# KEY SKILLS

* Excellent Mathematical skills
* Team player
* Confident
* Self Motivator
* Quick learner
* Versatile
* Honest
* Loyal

# TECHNICAL SKILLS

* Operating System: WINDOWS10/8.1/7/2000/XP
* MS Office (Excel, Word & PowerPoint)
* AutoCAD
* PlanSwift

# EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| 2014 | ST. JOHN COLLEGE OF ENGINEERING & TECHNOLOGY, PALGHAR | B.E. CIVIL ENGINEERING | 68.53% |
| 2011 | SHRI BHAGUBHAI MAFATLAL POLYTECHNIC, MUMBAI | DIPLOMA CIVIL ENGINEERING | 80.52% |
| 2007 | THE BLOSSOMS SUNDERBAI THACKERSEY ENGLISH HIGH SCHOOL, MUMBAI | HIGH SCHOOL | 82.46% |

# WORK HISTORY

APR 2017–PRESENT M/s. TRIO PARTNERS BUILDING CONTRACTING LLC – DUBAI, U.A.E.

Junior **Quantity Surveyor / Procurement Officer**

* Read technical data, analyse and extract quantities.
* Preparation of Evaluation of Tender / Contract documents and Bill of Quantities.
* Preparation of Preliminary estimation, Budget estimation, Detailed estimation.
* Preparation of List of Technical Queries (RFI) for Consultant clarification.
* Receiving the price quotations from various suppliers/subcontractors for Contract or Procurement.
* Preparation of schedule of comparison.
* Ensure that all potential vendors are provided with identical information upon which the quotations are given equal opportunity to meet the desired requirements.
* Assisting in negotiating the best payment terms and contract conditions, maintaining high level of integrity.
* Preparation of Variation Orders for changes in the contract scope and Certification from Consultant.
* Clarification of Variation Claims.
* Arranging & following-up for Material Submittal / Pre-Qualification.
* Issuance of Local Purchase Order (LPO).
* Tracking and expediting of Shipment.
* Arrange and participate in meetings between suppliers and Company engineers and other personnel to facilitate standardization and economical Procurement.
* Other duties assigned by Superior.

dec 2015 – FEB 2017 M/s. ZODIAC DEVELOPERS PVT. LTD – ANDHERI, MUMBAI

**Site Engineer**

* Checking the quality of materials received at site.
* Planning and execution of works as per the drawings and decisions.
* Ensuring and maintaining the quality standards of RCC, Civil& finishing works.
* Supervision of all RCC, Civil & finishing works.
* Supervision of the working labour to ensure strict conformance to methods, quality and safety.
* Preparation of Daily Progress Report.
* Calculate quantities and prepare Bar Bending Schedule, B.O.Q.

deC 2014–Nov 2015 M/s. B. J. MEHTA ARCHITECTURAL &STRUCTURAL CONSULTANTS PVT. LTD – KANDIVALI, MUMBAI

**Civil Engineer**

* Handled two sites for repairs & paintings works at Air India Ltd., Santa Cruz, Mumbai as a Consultant’s Engineer-in-charge.
* Perform Structural Audit & prepare reports.
* Calculate quantities & prepare estimates.
* Site Engineer for repair works.
* Handling the whole repairs project.
* Slabs, Beams, Columns checking as per R.C.C. drawings on site.

JULY2014– NOV 2014 M/S. REINFORCE CONSULTING ENGINEERS & ARCHITECTS – KANDIVALI, MUMBAI

**Junior Engineer**

* Perform Structural Audit & prepare reports.
* Calculate quantities & prepare estimates.
* Site Engineer for repair works.

# internships

DEC 2009 – JUN 2010 M/S. ALAKNANDA CONSTRUCTION PVT. LTD. – VILE PARLE, MUMBAI

Trainee Engineer

DEC 2010 – MAY 2011 **M/S. C-SUM ENGINEERS – BELAPUR, NAVI MUMBAI**  
Trainee Engineer

* Assisting the site engineer in construction activities.
* Observing the working of engineers and supervisors at the site.
* Helping in checking of R.C.C. structures like Beams, Slabs, and Columns.
* Coordinating with BMC officers and Contractor’s engineers under observation of senior engineer.
* Rectifying errors in construction and correcting the same.
* Understanding the working of each department.

# ACHIEVEMENTS

* Achieved 1st class in Hindi & Marathi Public Exam in high school
* Won many medals in sports during school

# LANGUAGES

* Hindi (Native Language):Speak, Read & Write – Excellent
* Gujarati (Mother Tongue): Speak, Read& Write – Excellent
* Marathi: Speak, Read & Write - Excellent
* English: Speak, Read & Write – Excellent

# PERSONAL INFORMATION

Date of Birth : 3rd July 1991

Nationality : Indian

Visa Status : Residence Visa

Marital Status : Single