**Curriculum Vitae**

**Thejashree**

**Thejashree.370611@2freemail.com**

**Career Objective**

Looking for the suitable position in a highly reputed organization where my knowledge and experience can be utilized to the maximum.

**Academic Qualifications and Certifications :**

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| --- | --- | --- |
| Degree | : | Bachelor’s Degree Of Electrical & Electronics Engineering |
| Year of Passing | : | 2011 |
| University | : SBMJCE (Sri Bhagawan Mahaveer Jain College Of Engineering) (VTU) |
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***Technical and Professional Skills :***

* *Admired Experience working as an Quantity Surveyor with 3.8 years of confirmed capability in Project Management.*
* *Experienced in electrical designing for diversified projects including renovation and remodeling projects for various construction projects.*
* *Proficient in MS-Office, PRIMUS, AutoCAD, Solid Edge.*
* *Sound knowledge of the techniques of preparing estimation.*
* *Ability to provide effective solutions for any technical issues with new and existing designs.*
* *Ability to interact effectively with clients and associates and create excellent rapport.*
* *Hard working, loyal and confident worker with a go getter attitude.*
* *Passionate to deliver my best for every project.*

***Career Experience:***

***Langdon & Seah Consulting India Pvt. Ltd. (An ARCADIS Company), Bangalore***

**Designation** : Quantity Surveyor – MEP

**Duration** *: Jan-2015 to Oct-2015*

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*Projects Handled :*

¨ ***Juniper Networks-Elnath(Phase-1) & JTAC Ultra Lab @ Bangalore*** ***( Commercial Project )***

*Clients* *| Juniper Networks India Pvt. Ltd.*

*Architect* *| Symmetrics Development Services Pvt. Ltd*

*Scope of Work* *| Interior Fit-outs*

*Scope Of development | 0.63 Million Sq. ft. for Area Approximately*

*Project Value* *| 36.9 Million USD*

¨ ***JP Morgan Chase @ Bangalore*** ***( Commercial Project )***

*Clients* *| JP Morgan Chase*

*Architect* *| Space Matrix Design Consultants Pvt. Ltd.*

*Scope of Work* *| Interior Fit-out Works*

*Scope Of development | 0.21 Million Sq.ft. for Area Approximately*

*Project Value* *| 9.5 Million USD*

¨ ***Maker Retail Mall @ BKC (Bandra Kurla Complex), Mumbai*** ***( Retail Project )***

*Clients* *| The Indian Film Combine Pvt. Ltd.*

*Architect* *| ARCHGROUP International Architects Pvt. Ltd*

*Scope of Work* *| Shell & Core, Interior fit-out Works*

*Scope Of development | 1.31 Million Sq.ft. for Area Approximately*

*Project Value* *| 80.45 Million USD*

***Roles & Responsibilities in***

***Pre-Contract:***

* *Preparation of Cost Plan & Budget.*
* *Liaising with Vendors.*
* *Preparation of Pre-Qualification Evaluation reports of Vendors.*
* *Preparation of Bill of Quantity & Tender documents.*
* *Preparation of Measurement take off & Pre-Tender Estimation.*

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* *Preparation of Tender Evaluation, Tender Questionnaire & Recommendation reports.*
* *Preparation of Contract Documents.*

***Kanakadhara Ventures Private Limited. RajajiNagar , Bangalore***

**Designation** : Asst. Engineer – QS (MEP-Services) **Duration** *:*Feb 2012 – Dec 2014

*Projects Handled :*

¨ ***ESIC Medical College & Staff Housing*** ***( Commercial & Residential Project )***

*Clients* *| ESIC Government Project*

*Architect* *| Design Associates.*

*Scope of Work* *| Turn-key Project*

*Scope Of development | 14.60 Lacks Sq.ft. for Area Approximately*

*Project Value* *| 305 Crores*

***Responsibilities:***

¨ *Preparation of sub – contractor bills and client bills.*

¨ *Reading each & every line in BOQ specification to aware the claim in each & every items.*

¨ *Calculating measurements for procuring the material in each & every activity according to the BOQ specifications.*

* *Prepared detailed records of the estimate provided a break-up, which included the material cost & the materials required for the project.*
* *Compiled the cost of the subcontractors & all the indirect cost that occurred in the project.*
* *Comparing the structural drawings & architectural drawings to aware the changes in the drawing.*
* *Reading & interpreting drawing/BOQ.*
* *Preparing rate of analysis for extra item..*
* *Analyzing on the basis of actual work done for every month.*
* *Highlighting the extra items to the management to apply extension of time & indirect cost.*

***Job functions :***

¨ *Coordinated with the engineering and construction team to derive site requirements.*

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* *Verified the project milestone & other specification provided.*
* *Provided material specifications for wiring and other installations.*
* *Handled & Prepared a list of all indirect costs that were incurred in the project such as the manpower, temporary facilities & the other running expenses.*
* *Renovated existing designs and implemented the latest features to ensure safety.*
* *Maintained detailed documentation for all projects.*

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| ***Computer Applications*** |  |  |
| ¨ *Post Graduated* | *:* | *Diploma In Computer Application.* |
| ¨ *Operating System* | *:* | *Windows 95/98/2000/NT/XP.* |
| ¨ *Application package* | *:* | *MS Office , PRIMUS, AUTOCAD.* |
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| ***Personal Details*** |  |  |
|  |  |  |
| *Husband Name* | *:* | *Chandra Shekar P* |
| *Marital Status* | *:* | *Married* |
| *Nationality* | *:* | *Indian* |
| *Gender* | *:* | *Female* |
| *Languages known* | *:* | *English, Kannada, Hindi & Marathi* |

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| --- | --- |
| *Hobbies :* | *Reading books, Music, Badminton, Learning new languages, Morning Walk* |
| *& Volunteer service to Sai Super - Specialty Hospital.* |
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***Declaration***

*I Hereby, declare that the above written particulars are true to the best of my knowledge and belief.*

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| --- | --- | --- |
| ***Date*** | ***:*** | *Yours Faithfully,* |
| ***Place*** | ***:*** *Dubai* | ***()*** |

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