

# RIMIA

# [RIMIA.371319@2freemail.com](mailto:RIMIA.371319@2freemail.com)

Position : **Civil Engineer / Quantity Surveyor**

# CAREER OBJECTIVE

Seeking a position as a Civil Engineer (Quantity Surveyor/Estimator) in a firm that will help in my professional growth and provide me an opportunity to further enhance my competence and with my dedication and enthusiasm to bring a marked difference in the organization in which I work.

**PROFILE SUMMARY**

**1 year** and **6 months** of vast experience as quantity surveyor and Estimator in various construction projects. Having excellent professional experience in quantity surveying, drafting , accountancy, tendering , evaluation and inspection of site works assuring quality of works. Hand on working experience on the preparation of bill of quantities-BOQ. Knowledge of construction methods and construction sequences in civil structural constructions above or below the ground. Having the capacity of Monitor to the confidence to lead a team and personality to pass on skills and experience to junior staff, I am experienced in the preparation of daily works schedules, arrangements of resources. Coordination with subcontractors for a smooth flow of works. Expert in tracking the budget with all the variations, projecting the changes to the management. Excellent communication and supervising skills with a great passion to meet the objectives of the organization

**EDUCATIONAL QUALIFICATION**

* **Bachelor of Engineering – Civil Engineering** from Anna University Chennai.
* Certification in **Quality control Engineering**(QA/QC & NDT)

# SOFTWARE EXPOSURE

* Auto cad
* Staad Pro
* Full operation knowledge of MS Office and Word

# EXPERIENCE

**1. Sapscon Engineering constructions and pvt.ltd (Goa,India) Projects**:

1. **Quantity surveyor cum QC Engineer - Encube ethicals pvt. ltd. (manufacturing company),Goa**

(2016 Dec – jun 2017)

# Job Responsibilities :

* Prepare tender and contract documents.
* Bill of quantity preparation of civil works.
* Preparation of financial statements during regular interwels of time.
* Overseeing the selection and requisition of materials and plans.
* Ensuring that all materials used and work performed are as per specification.
* Conducting feasibility studies to estimate materials, time and labour costs.

1. **Hometech builders,India** (Aug 2015 –Jun 2016)

# Projects :

1. **Quantity surveyor and Estimator -Mar gregarious college’s Hostel building,Cochin**

**Job Responsibilties :**

* + Preparation of preliminary cost estimates and plans of developing projects.
  + Bill of quantity preparation.
  + Settle final project accounts.
  + Prepare tender and contract document.
  + Preparation of monthly progress report.
  + Identifies labour, material and time requirements by studying proposals, blueprints, specifications and related documents.
  + Computes costs by analyzing labour material and time requirements.

# PERSONAL PROFILE

**Date of birth** : 20/6/1994

**Gender** : Female

**Martial Status** : Single

**Nationality** : Indian

**Languages Known** : English, Hindi, Malayalam & Tamil

**Visa status** : Visit Visa valid till Oct 2nd

# DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above- mentioned particulars