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| Name: Gisha |  |  |
| Position: Project Coordinator | [Gisha.371914@2freemail.com](mailto:Gisha.371914@2freemail.com) |
| Years of Experience: 10+yrs |  |
| Visa: Dubai Residence Visa |  |
| Qualification: BTech Civil 2001 |  |

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**EXPERIENCE PROFILE**

# Civil Engineering Professional with over 10 years of experience in Project Management / Project Coordination, Design, Cost Estimation and Administration. Have successfully worked for various large to medium scale, multi discipline projects including Bridges, Buildings and other infrastructure works.

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**PROJECT EXPERIENCE**

**Project Coordinator, June 2015 – Dec 2016**

**SJ Builders, Australia:** *A Residential home builder with offices in Melbourne and Brisbane.*

* Main point of contact between the Main design office and site staff, clients and subcontractors for various new residential home/ villas projects, on a daily basis.
* Worked in close coordination with Project Manager, review and monitor the project progress as per the schedule and inform the PM about any delays.
* Assist the PM from the initiation to the final delivery of the project, including but not limited to, finalizing the project team as per the requirements of the project, monitoring the team’s performance and effectively coordinating and managing the team.
* Responsible for arranging site coordination meetings, preparing minutes and circulation.
* Prepare presentations for the client and response to all client/departmental queries
* In charge of project documentation control, timesheets of employees and office management.
* Successfully coordinating and circulating site staff and subcontractors among three to five simultaneous villa projects at any point of time.
* Assist the PM in monitoring the project budget
* Liaise and build sound professional relationships with staff, clients and key stakeholders

**Coordinator, June 2016 – Dec 2016, Voluntary service to Community (Part time)**

**MAQ, Brisbane, Australia -** *A Community organisation in Brisbane with over 1,000 members formed in 1998 to serve the Indian Communities.*

* Prime point of contact between top management of the organisation, City Councillors, Mayors office and the Community.
* Ensuring the smooth functioning of the organisations Management Committee, effectively organise meetings and prepare the minutes.
* Coordinating with Councillors/Mayors office for applying community grants for various community events
* Updating the members, press and public in regards to the organizations future events
* Organizing venues for all events, coordination with event participants/sponsors and preparing the full schedule of the program.

**Structural Report Writer, Feb 2015 – Nov 2015 (part time)**

**FSACE, Brisbane, Australia:** *FSA Consulting Engineers is a Brisbane based structural engineering company operating throughout Australia*.

* Preparing Structural assessment and Defect Inspection Reports for various building and infrastructure projects.
* Coordinating with cad team to prepare the supporting drawings for the reports

**Jan 2014 – Jan 2015, Maternity Break**

**Systems Administrator, Oct 2013 – Dec 2013**

**Train Up – Logistics Construction and mining:** *A nationally accredited leading Registered Training Organisation (RTO) providing training in logistics, construction and mining*

**Systems Coordinator, Sept 2012 – Sept 2013**

**Community Training College:** *A nationally accredited leading Registered Training Organisation (RTO) providing training in healthcare and childcare.*

* Managing student enrolments, enquiries, Invoicing, documentation & follow ups.
* Manage and maintain RTO records & update as per relevant industry standards.
* Knowledge of AVETMISS reporting, maintaining student files, scanning the student files upon course completion and keep ready for ASQA audits.
* Updating information’s in student management software (icare).
* Managing student training schedules and tracking of time sheets for staff.

**Tax personnel, July 2012 – Oct 2012 and July 2013 – Oct 2013**

**Voluntary service to Community (Part time during the tax return time)**

**Australian Taxation Office (ATO), Brisbane, QLD -** *Tax Help refers to a network of community volunteers who provide a free and confidential service to help people to complete their tax returns during tax time. Volunteers are fully trained, accredited and supported by the Australian Taxation Office (ATO).*

* Prepare tax returns using e-tax software and, where possible, lodge electronically.
* Help clients with straightforward tax matters and advise if they need to lodge a tax return.
* Help clients with tax claims for refunds and submittal of non-lodgement advices if necessary.
* Actively encourage and give guidance for clients to prepare tax return themselves.

**Project Coordinator, Nov 2011 – Aug 2012**

Project Coordinator/ Administrator for family based freelancing structural design jobs.

* Coordination with client to finalise design basis and requirements.
* Responsible for Projects documentation and invoicing.
* Responsible for final submittal of Design Reports and Drawings.

**Project Coordinator Dec 2009 - Oct 2011**

**Parsons International Limited, Abu Dhabi, UAE -** Parsons is a multinational top tier Engineering, Construction, Technical, and Management services firm who deliver design/design-build, program / construction management, professional services and innovative alternative delivery solutions.

* *Design and Build Contract for Temporary Parking structures* in Abu Dhabi aims to solve the acute parking shortage in the city centre in a fast manner by building temporary single storey structures on top of some of the existing surface parking lots.
* As a project coordinator, I was responsible for all interdisciplinary and client coordination meetings and preparing presentations for the client, the DoT.
* Performed feasibility studies, scope/conceptual development, planning and risk management studies.
* Prepare risk management plan and risk register for the client and suggest the mitigation plans for the risks identified.
* In charge for preparing the tender documents for the project. Conducted pretender meetings with contractors/clients and prepared responses to the tender queries.
* *Sector E3 Revitalization Project* for DoT– This was a part of Abu Dhabi 2030 plan and sector E3 was a demonstration block study before developing all the main blocks/sectors.
* The Council planned the revitalization of the city's central business district and Parsons conducted a demonstration block study. My scope was to conduct a feasibility study for the block and preparing report with various options of parking structures with its implications.
* In charge of preparing all the drawings in close coordination with my supervisor and the cadd department.
* *North Island Master Planning project for DoT:* Thiswas part of Abu Dhabi Vision 2030 plan. The scope included preparation of concept/ Master planning for the city’s six main sectors.
* Due to my previous structural design experience, I was assigned the responsibility for conducting the feasibility study for underground versus above ground parking structures to meet the parking demands for each of the six sectors.
* Responsible for the interdisciplinary coordination for collecting information’s - existing utility and GIS data.
* Key member for preparing the final master planning report.
* *Multi storey underground parking structure -* to construct a three-level underground parking garage with a renovated plaza space at ground level and a provision for future building above.
* Responsible for getting the building permit approval and was a main point of contact for the online approval process from the department.

## Structural Engineer December 2005 - November 2009

**Parsons International Limited, Abu Dhabi, UAE**

**Projects:**

* ***Upgrading Al Salam Street and Eastern Corniche Road to an expressway***is part of a strategic transportation plan to carry high volumes of traffic for relatively long, uninterrupted distances at high speeds
* ***Hodariyat Bridge Project*** aims to serve as the transportation link between the Abu Dhabi city and the new Hodariyat Island development.
* ***Bridge & Tunnels at IP-44 and Sea Palace Intersection***consists of the construction of two grade separated intersections at the two busy interchanges in the city’s main highway.
* ***Saadiyat Bridge Project*** aims to serve as the transportation link between the Abu Dhabi city and Saadiyat Island development. In addition to its role as transportation conduit, the bridge links the two urban fabrics and set the shortest route for the visitors coming to Saadiyat Island.

***Key Responsibilities for above projects:***

* Detailed design/checking of structures including but not limited to, piers, abutments, underpasses superstructures including box girders and I girders
* Prepare quantity and cost estimates of all the structural components.
* Prepare design, developing drawings with cad team, documentations and reports with minimal supervision.
* Review/prepare responses to RFI’s (Request for Information’s) for ongoing construction projects.
* Worked in close coordination with project team to complete the task on time.
* Liaise across disciplines to review design works and solve technical problems, if any.
* Proficient in design engineering software including Staad Pro, Mathcad, Leap software, Imbsen, AutoCAD, Micro station.
* Proficient in administrative software including Aconex, MS Office, Adobe Acrobat.

**Design Engineer, October 2001 - November 2005**

**Technogem Consultants Pvt. Ltd, Mumbai, India –** *A recognized and well-established, multi-faceted organization offering a wide range of Engineering Consultancy services*

***Projects:***

* *Various rail over bridges, flyovers, river bridges, bridge widening, design of water storage reservoirs, Underpasses, Retaining walls & Residential Buildings.*

***Key Responsibilities***

* Design/estimation for river bridges, viaduct bridge, underpasses, overpass, buildings, counter-fort and cantilever retaining walls
* Assisting the senior engineers for the preparation of tender documents and cost estimation.
* Involved the pretender design and estimation of various bridge structures.
* Proof checking of other consultant’s design for the Road/Railway authorities.