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**Arun**

**D O B : 30-07-1990**

**Email:** **arun.379903@2freemail.com**

**Nationality: Indian**

**Visa Status: Visit**

**Objective**

**Diligent Civil Engineer having 5 years’ experience in building construction (3 years in GCC+ 2 Years inIndia).Autonomous worker committed to providing high-quality services, ability to work independently and as team member. Proficient in AutoCAD,3ds Max andMS Office and in possession of a Bachelor’s in Civil Engineering, moving forward to explore multi tasking and planning skills**

**Education**

**2007 – 2011 Calicut UniversityKerala**

**Civil Engineering**

**Bachelor of Technology (B.tech)**

**Other Certificate**

**3ds-max and Interior Designing.**

**Work Experience**

**Aug2016 –June 2017 TubalMaintanance&Contracting Company Riyadh, Saudi Arabia**

**CivilEngineer**

**Feb 2014 –May 2016 Salutech Contracting Riyadh, Saudi Arabia**

**Civil Engineer/ Planning Engineer**

The company is active inthe constructionof buildings,workshopsand Curtain wall, I am responsible for

* Make Proper Bids after feasible studies,calculation of materials cost, the costforworkmanship,indirect cost,and overhead cost
* Negotiation with material suppliers and make work more profitable
* Scheduling the project works and monitoring
* Preparation of contract baseline schedule and revised schedule in coordination with project manager
* Responsible for all shop drawing,materials submission and take approval from the client
* Maintaining the project planning records
* Quantity take-off and monthly invoice preparation
* Conduct regular inspection and assess the work done by all the subcontractors
* Forecast problems as early as possible
* Records the daily progress and prepare daily,weekly,monthlyreport updates
* Working closely with all the levels of the management,engineers and field operation staffs
* Ensure that the project is executed by the plan
* Controlling resources to attain the organization goals,debugging problems and finding the way to overcome the critical situations in the projects
* Coordinating the handing over of the completed works to client and completion of the necessary rectification works

**Dec 2011 – Dec 2013AAY KAY Constructions, Kerala**

**Site Engineer**

The company was active in railway construction works, I am responsible for

* Establish,report and follow up all nonconformance activities
* Conduct daily briefing with site team leaders to follow-up and report on the work progress in order to anticipate any possible delays with regards to planned tasks
* Team leader in execution of works
* Preparation of drawings as per actual site condition and make approval from the client
* Preparation of Barbending schedules and Quantity Surveying
* Surveying and leveling of the proposed project site
* Supervision of works, and managing resources
* Ensure the availability of materials in site store
* Material purchase orders
* Quantity take-off and invoice preparations for subcontractors
* Submission of Daily, weekly reports of development of work to Project Engineer

**IT skill**

AutoCADExcellent

Ms office (word,excel,powerpoint) Advance

MS Project intermediate

**Languages**

English Advanced (Read, Write, Speak)

Hindi Advanced (Read, Write, Speak)

Arabic Beginner (speak)