**Civil engineer with 3yrs Experience in Construction fields**

**MUTHU**



**Muthu.381203@2freemail.com**

**Career Objective:**

**I am looking forward to work with a reputed organization, where I can utilize my skills to contribute the organization’s success as well as to prove myself as an asset to the organization.**

**To work in an environment where, my skills and experience would help promote the goals and success of the organization.**

**Education:**

**B.Tech in Civil Engineering (70 %)**

**Kalasalingam University, Srivilliputtur, Tamilnadu, India (2011 – 2015)**

**Work Experience:**

**Company Name: Design and Architecture Studio,Chennai ,Tamil nadu, India.**

**Role** **: Civil Engineer**

**Nature of work:**

* **Coordinate with the clients for various stages of inspection in Precasting, Excavation and Structural Works.**
* **Supervision of all Civil & Interior works.**
* **Maintain project documentations like quantity and quality analysis.**
* **Maintain a full record of daily activities, equipment and manpower utilization.**
* **Preparing bills & Accounts (QS)**
* **Purchasing of materials for site use. Maintain accurate records of work performed, materials used, and associated work.**
* **Inspect the construction of temporary and permanent works to ensure compliance with the contract specification and approved shop drawings.**
* **Supervise and execution the work according to the standard and specification. Manage the work & preparing the site schedules.**
* **Consults with clients and considered their interior design preferences in the project.**
* **Creates interior design sketches as per the customer’s requests and requirements.**
* **Suggests additions or modifications for certain projects as needed.**
* **Material take off for tendering and procurement purposes**
* **Preparing & Sending enquiries to suppliers**
* **Price comparison of the quotation**
* **Preparing tender documents**
* **Preparation of bill for variation works**
* **Supervise and execution the work according to the standard and specification. Manage the work & preparing the site schedules.**
* **Conduct Land surveys such us leveling.**
* **Coordinate with Project Manager on routine manner regarding work/ activity implementation and report all non-conformities.**
* **Inspecting the material stores frequently and ensures whether the materials are stored properly as per the manufacturer requirements and check for the expiry period.**
* **To assist the Project Manager (Planning) in all front.**

**●** **To assist Pre-construction activities as well as Coordination with Client.**

* **Take responsible for daily work progress at sites.**
* **Coordinating & managing the Site Supervisors, foreman and guide them in such a manner to obtain quality and safety works.**
* **Inspect the construction of temporary and permanent works to ensure compliance with the contract specification and approved shop drawings.**

**Software Skills:**

**AutoCAD**

**Revit Architecture**

**Estimation and Costing Primavera**

**3dsMax**

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| **PERSONAL PROFILE:** |  |
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|  | **Date of Birth** | **: 20/05/1994.** |
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|  | **Nationality** | **: Indian** |
|  | **Gender** | **: Male.** |
|  | **Marital Status** | **: Single.** |
|  | **Nationality** | **: Indian.** |
|  | **Languages known** | **: English, Tamil & Hindi.** |
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|  | **Declaration:** |  |
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**I do hereby declare that the data furnished above is true to the best of my knowledge and belief.**