**RESUME
ALAMELU**

**Mail ID:** **alamelu-399282@2freemail.com**

**Contact no: 0504753686**

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| Career objectives:To achieve high career growth through a continuous process of learning for achieving goal & keeping myself dynamic in the changing scenario to become a successful professional and leading to best opportunity. And willing to work as quantity surveyor in the reputed construction industry.To put into effect my theoretical, analytical and communication skills so as to be of the best utility to the organization. |
| Education Profile:Bachelor of science Engineering in Civil (7.72 CGPA) |
| Professional Experience:4+ years experience as a quantity surveyor in construction of road, storm water drain, Road over bridge, canal and retaining wall. |
| Present Experience: |
| Designation | **:** | Quantity surveyor |
| Period | **:** |  September 2018 to January 2020 |
| Client | **:** | National highways & Greater Chennai corporation |
| Job responsibility | **:** | * Preparation of DPR, MPR, Weekly cost reports etc.,
* Preparation of material reconciliation statement.
* Monitoring project progress in both physical and financial aspects
* Check and record measurements of completed work.
* Preparation of quotation comparisons, subcontract work orders, enquiries, negotiating rates and allocating upcoming work to subcontractor.
* Processing and approval of interim payments to the subcontractors.
* Streamline all quantity and cost records.
* Coordination of work effort.
* Preparation of client bills, escalation and tracking of payment from clients.
* Preparation of Correspondence to clients and maintaining chronological events of the projects.
* Preparation of bar bending schedule from approved drawings.
* Preparation of material requirement statement for the projects based on BOQ, Checking and approving the indents.
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| Previous Experience: |
| Organisation | **:** | **SGS India Private Limited** |
|  Designation | **:** | Quantity surveyor |
| Period | **:** |  February 2018 to August 2018 |
|  Client | **:** |  Greater Chennai corporation |
| Job responsibility | **:** | Project management consultancy services- right from initial level of survey checking,execution,quantity certification and completion up to bill submissions. |
| Previous Experience: |
| Organisation | **:** | **SPL Infrastructure Private Limited** |
| Designation | **:** | Quantity surveyor |
| Period | **:** | October 2015 to February 2018 |
| Client | **:** | National highways & Greater Chennai corporation |
| Job responsibility | **:** | * Preparation of DPR, MPR, Weekly cost reports, etc.,
* Preparation of material reconciliation statement.
* Monitoring project progress in both physical and financial aspects
* Check and record measurements of completed work.
* Preparation of quotation comparisions, subcontract work orders, enquiries,negotiating rates and allocating upcoming work to subcontractor.
* Processing and approval of interim payments to the subcontractors.
* Streamline all quantity and cost records.
* Coordination of work effort.
* Preparation of client bills, escalation and tracking of payment from clients.
* Preparation of Correspondence to clients and maintaining chronological events of the projects.
* Preparation of bar bending schedule from approved drawings.
* Preparation of material requirement statement for the projects based on BOQ, Checking and approving the indents.
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| Personal Profile |
| Gender | : | Female |
| Marital Status | : | Married |
| Nationality | **:** | INDIAN |
| Age | **:** | 27 |
| Passport Issued Date | **:** | 25.02.2020 |
| Passport Expiry Date | **:** | 24.02.2030 |
| Issued Place  | **:** | Trichirapalli |

**Declaration**

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

**Place:** Signature,

**Date: (Alamelu)**