CURRICULUM VITAE

**TANUJA**

APPLICATION FOR THE POST OF Sr. QUANTITY SURVEYOUR / Sr. PROJECT COORDINATOR - MANAGER / CONTRACTS MANAGER / CIVIL ENGINEER

*Career Objective :*

To associate with an organization that can provide me with challenging work environment, career progress and learning opportunities, wherein I can contribute to the success of the organization through my knowledge and skills in the field of construction industry.

*Areas of Expertise*

+ Excellent knowledge in preparing Bill of Quantities, Estimations and Variations.

+ Skills of Technical submittals, Work Program for ongoing projects and Preparing Cash Flow.

4 Expertise Tenders submissions.

+ Expertise in invoice / Payment submissions to Government Housing Establishments, Banks and other entities.

+ Skilled in coordinating projects and keeping all parties on the same path in order to stay on schedule.



+ Auto Steel

I Auto Scan

I Autocad

+ Cad Overlay

I Stadd / Pro

+ Primaveera

+ GIS

+ Microsoft Office Suite (MS word, MS Excel and PowerPoint).

***Professional Experience*** *:*

 Contracting Company based inDubai, U.A.E.

Working as Senior Quantity Surveyor from 25-Sep-2010 till date

Work Profile:

Prepare estimations / Bill of quantities of components for various construction projects i.e. residential buildings, villas, mosques, churches, warehouses and commercial buildings.

Prepare invoices for submitting to Government Housing Establishments / Banks, Consultants and other entities for on-going projects.

Submission / Applying for Dubai Municipality services lil‹e Structural Inspection, Demarcation, BCC Completion, Sand Supply, OBNP etc... for ongoing projects.

Preparation for variations, comparative statements and progress of construction sites. Prepare Cash Flow statements and Work Program for on-going projects.

Monitor progressive construction periodically and compare if the progress is in-line with the baseline construction plan and report to internal and external departments

Schedule, plan and monitor complete construction work of on-going projects

Set up issue alerts received from all regulatory authorities for all contractual and milestone updates

Preparation of Extension of time / delay impact program for the ongoing projects as per actuals.

Preparing detailed & summarized project weekly & Monthly progress report and Look ahead Schedules.

Preparation of Minutes of Meeting for the ongoing projects. Coordination with sub-contractors for the smooth flow of work.

& M/s Raana Contracting Co, Dubai. U.A.E

Worked as Quantity Surveyor from 18-May-2006 to 30-Apr-2008

Work Profile:

Prepare Technical Submittals.

Prepare estimations of different components for residential and commercial buildings, villa’s, warehouses, and mosques.

Presentation and justification of variances with tender quantities Perform takeoffs and preparation of detailed Bill of Quantities Update and monitor the status of ongoing projects

Schedule due dates, plans and coordinate in the preparation of project documentation. Adhere to Consultants, Client needs and modify Items to deliver assembly

6 M/s YES Company, Hyderabad, India.

Worked as senior Cad Engineer (Projects) from 04-May-2003 until 31-Mar-2006.

Work Profile:

Conversion of images from Rasterization to Vectorization.

Preparation cf civii constructional and structural drawings, specifications and estimations of different components of buildings, planning, layout and feasibility cost criteria.

Adhere to customer needs and modify drawings to deliver assembly points as per customer requirements.

Administrative support services.

& BHEL, Hyderabad. India.

Worked as Technician Apprentice from 17-Oct-2000 to 16-Oct-2001.

Work Profile:

Involved in cost estimation, Rate analysis and Quality Control. Technical supervision of materials.

Checking interim measurements. Preparation of bills.

Calling for tenders Preparation of tenders.

*Educational Qualifications :*

& Bachelor of Engineering in Civil from University college of Engineering, Osmania University,

Hyderabad, India

& Diploma in Civil Engineering from State Board of Technical Education & Training, Hyderabad, India.

*Personal Profile :*

Nationality : Indian.

Languages Know : English, Hindi &TeIugu. Visa Status : Company Sponsorship.

Driving License : Holding valid UAE driving license.

**Contact Details:**

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Mobile No : +971504973598

Reference : Mr. Anup P Bhatia, Market Research HR & IT Consultant

Video CV : [View and download my CV Free on Gulfjobseeker.com](http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php)