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| IMG_5876 copy.jpg      Name: PARVATHY  **Email :** [parvathy.383557@2freemail.com](mailto:parvathy.383557@2freemail.com)    **Languages Known :**  **English, Hindi, Malayalam, Tamil** Personal Data **Date of Birth: 18/06/1993**  **Sex :**Female  **Nationality :**Indian  **Marital Status:** Married  **Visa Status:**  **Husband Visa** | OBJECTIVE  A dedicated Civil Engineer with **3.** years of experience in High rise building and Villa construction. To obtain a position in the Civil Engineering field where I may benefit my employer, gain experience, and expand my experience, knowledge and skill set to grow along with the organization.  CAREER PROGRESSION  **Total Experience: 3yrs (High rise buildings &Villa Const)**  **Designation**: **Civil Engineer – Project Coordinator** (March 2018 – Present)  **Organization :** **Greenrich Intl Constructions LLC**  located at Umm Ramool, Dubai, UAE is one of the leading Construction Company (Turnkey Professional).  **Designation**: **Junior Civil Engineer ( Sept 2015 – Oct 2017)**  **Organization :** **Sreepadmanabha Builders & Developers** located at Trivandrum, Kerala, is one of the leading Building Construction, Interior and Maintenance work Company.  **Designation**: Trainee (Project Dept) Dec 2017 – Feb 2018)  **Organization :** **Premier International Projects LLC** located at Muscat, Oman, is one of the leading Construction Company.  PROFESSIONAL CREDENTIALS   * **B. Tech in Civil Engineering** from PAACET –Trivandrum,(Kerala University) with **First class** in 2015. * **Higher Secondary** from SN Central School (CBSE) with **First class** in the year 2011. * **SSLC** from SN Central School (CBSE) with **Distinction** in the year 2009. * **Advanced Diploma Course in Quantity Survey** from V- Institute Kollam, Kerala (ISO 9001-2008 Institute) * **Professional Design Course from CADD Centre** Tvm.   COMPUTER SKILLS   * + - AutoCAD 2D, Kdmax, Revit Architecture, MS project and Primavera (base).     - Knowledge of all editions of Windows & MS Office and Outlook, Road Estimator & Estima software.   STRENGTH & PERSONAL SKILLS   * Document control, Quantity Survey, Interior design, Site office documentation and Work team coordination. * Positive attitude, Result oriented and Hard working. Team player, Confident and Determined. * Better grasping power to acquire knowledge within a short period of time. * Ability to deal with people diplomatically. |

ACADEMIC PROJECTS & INDUSTRIAL TRAININGS

* **RENOVATION OF THIRUMALA JUNCTION**

The project includes the renovation of a highly congested traffic city by implementing.

\* Traffic signaling \* Channelization \* Pavement widening \* Pavement design

* **QUANTITY SURVEY – ESTIMATION OF A MULTI STORIED BUILDING**

This project is of 8-storied building with an underground parking, 2 entry ramp and 1exit ramp.

* **AutoCAD PROJECT -** Drawn Plan, Elevation, Sectional view of a Residential building.
* **INDUSTRIAL TRAININGS AT KOCHI METRO RAIL PROJECT**

EMPLOYMENT HISTORY

* + - **March 2018 – Present : Civil Engineer - Project Coordinator**

**Organization : Greenrich Intl Constructions llc**

**Job Responsibility:**

* Setting out the works in accordance with the drawings and specification.
* Liaising with the project manager regarding construction programs.
* Receive and register client provided documents for detail construction engineering project.
* Communicating with clients to analyze needs & review of construction drawings.
* Preparing BOQ and Evaluating RAMS for the projects.
* Quantity surveying - Calculate material quantities needed to complete the project.
* Responsible for submitting materials sample to clients to get approval (MAR & RFI).
* Resolving technical issues with suppliers, subcontractors and statutory authorities.
* Checking materials and work in progress for compliance with the specified requirements.
* Evaluating Work status on daily basis.
* Coordinate with procurement department to arrange the required materials.
* Completion of Construction according to the schedule.
* Arranging meeting and assist with formatting document
* Ensure proper document classification, sorting, filing and proper archiving.
* Handle office administration, document handling and maintaining spreadsheets.
* Responsible for arranging Sub-Contractors meetings and writing MOM.
* Typing , filing , and distributing MOM with Project Execution Team.
* **Junior Civil Engineer ( Sept 2015 – Oct 2017)**

**Organization : Sreepadmanabha Builders & Developers**

**Job Responsibility:**

* Performed field inspection and prepared status reports on daily basis.
* Setting out the works in accordance with the drawings and specification.
* Ensure the work team has enough tools and materials needed at site.
* Coordinate with procurement department to arrange the required materials.
* Liaising with the project manager regarding construction programs.
* Maintaining a positive environment with work team.
* Conduct safety classes for workers at site.
* Resolving technical issues with suppliers, subcontractors and statutory authorities..
* Manage Overall Construction based on schedule.
* Ensure proper document classification, sorting, filing and proper archiving.
* Responsible for arranging Sub-Contractors meetings and writing MOM.
* Typing , filing , and distributing MOM with Project Execution Team
* Quantity surveying - Calculate material quantities needed to complete the project.
* Assisted Senior QS while doing Bar bending schedule. .
* Modular kitchen, designing by computer application software Kdmax.
* Flats, Apartments and Offices Interior designing by computer application software Kdmax.

ACHIEVMENTS & EXTRA CURRICULAR

* Participated in Vanchinadu Sahodaya Sports meet at district level and received applauds.
* Participated Cultural Programs in University youth festivals.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. In event of me being selected, you are assured of my whole hearted effort to carry out my duties to the best of my ability.