**CURRICULUM VITAE**

 **LATHA**

**Email:** **latha.388306@2freemail.com**

**Profile**

An enthusiastic and highly motivated individual who has a clear understanding of the roles and responsibilities associated with being a civil engineer. Having the ability to provide support for multiple concurrent priorities, able to establish, maintain and develop effective working relationships with service users, operational teams, delivery partners and colleagues. Possesses a broad range of technical, personal effectiveness and leadership skills and uses rigorous logic and methods to come up with effective solutions to difficult problems. As someone who is comfortable with and able to effectively cope with change, has a long track record of making best use of any available resources and techniques.

Having an Experience of 9 Years in India (in the field of Architecture, interiors & Structures) and **20** years of Gulf experience as a Project Engineer in Estimation, Planning, Engineering & Project Coordination,

**Completed Project Management Professional training (PMP)**

Expecting a responsible and challenging position with my Exposures to Project Management, **Primavera, MS Project** **AutoCAD,3d, 3dmax Adobe Photoshop, MS Word** & **Excel,** where my skills can be utilized in achieving the company's goal and prosperity.

**EXPERIENCE SUMMARY**

1. **Loyal Building Contracting L.L.C.**

Since August 2016 to present

**Position: Civil Engineer**

**Job Responsibilities:**

Responsible for directing, organizing and controlling project activities, under the direction of an Operation Manager

* Attend client meetings and assist with determination of project requirements
* Preparing the Minutes of meeting & distributing to all concern
* Mail correspondence with Client, Consultant & other vendors & providing the requested documents and drawings.
* Assist the PM in the drafting and issuance of project proposals, cash flows and preliminary schedules
* Prepare project organization and communication charts
* Chair site meetings and distribute minutes to all project team members
* Track the progress and quality of work being performed by design disciplines/trades
* Use project scheduling and control tools to monitor projects plans
* Effectively and accurately, communicate relevant project information to the client and project team
* Ensure clients’ needs are met in a timely and cost-effective manner
* Review field inspection reports from Consultants throughout the lifecycle of the project
* Maintain Contract Execution Tracking Log
* Preparing invoices & submission to consultant / Client as per the Contract payment terms
* Prepare substantial completion certificates and ensure all required project close out documents are obtained
* Handing over of the final documents to client & Consultant.
1. **Al Avon Contracting L.L.C.**

Since May 2013 to August 2016

**Position: Civil Engineer**

**Job Responsibilities:**

Responsible for directing, organizing and controlling project activities, under the direction of an Operation Manager

* Attend client meetings and assist with determination of project requirements
* Preparing the Minutes of meeting & distributing to all concern
* Mail correspondence with Client, Consultant & other vendors & providing the requested documents and drawings.
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* Prepare substantial completion certificates and ensure all required project close out documents are obtained
* Handing over of the final documents to client & Consultant.

**C) RGM International Group of Companies, L.L.C.**

since February 2009 to April 2013

**Position: Civil Engineer (Estimation)**

**Job Responsibilities:**

* Preparing Estimation for the Tender
* Sending enquires to get Quotations
* Leads the project, directing the designer/drafter as necessary.
* Work with industrial designers and marketing to develop the product concept and specifications.
* Direct a team of designers to create the drawings necessary for prototyping and production.
* Coordination with clients and Customers

**D) Technical Supplies & Services co Ltd.**

Since May 2003- January 2009

**Designation: Civil Engineer (D2)**

**Job Responsibilities:**

* Preparing Estimation for the Tender
* Sending enquires to get Quotations
* Leads the project, directing the designer/drafter as necessary.
* Work with industrial designers and marketing to develop the product concept and specifications.
* Direct a team of designers to create the drawings necessary for prototyping and production.
* Coordination with clients and Customers

**Projects: Prefab housing and Infrastructure:**

* Villas, Modular houses, Offices and portal cabins in Abu Dhabi, Al-Ain, Dubai etc.,
* Al Foah Company office building.
* Resorts in Iraq, Accommodation in Ajban.
* Villa for Sheikh at Al Ain & Swehan.
* School buildings, Accommodations and Ablutions etc.,
* **Projects: Cladding works:**
* Ajman Industrial complex commercial (Amana Steel)
* AI Fanar Ceramic Factory for Saudi Building Systems.
* Green line Interiors - Factory & Office in JAFZA...
* Ducab Warehouse Abu Dhabi-Yerevan Steel, School buildings, Warehouses in Saudi, Kuwai

**E) ETA PROFILES** Al Quoz U.A.E

Since June 2001- May 2003

**Position: Engineer Design**

**Job Responsibilities:**

* Design & supervising of shop drawings & production drawings
* Preparing Bill of Materials & Estimation.
* Corresponding & Co-ordination with the clients.

**Projects:**

* Amana steel Warehouses in Dubai, Sharjah & Abu Dhabi.
* Rigid steel Industries Ware houses.
* AI Habtoor & Algeco Military works & Ware houses etc.,

**F) ARABIAN PROFILES COMPANY LTD.** Sharjah U.A.E

Since September 98-May 2001

**Position: Estimation Engineer**

**Job Responsibilities:**

* Designing & drafting of shop drawings & Fabrication drawings and Cladding BOQ.
* Preparation of cladding drawings, cold room panels, Honeycomb panels, Reynobond panels

**Projects:**

* Nad al Sheba grandstand, Sahara center, City center Dubai.
* Manar mall in Ras Al Khaimah.
* Al Habtoor motors warehouses.
* Al Abbar (Reynobond panels) etc.,

**Experience in India:**

**G) M/s THOMAS ASSOCIATES (Architects & Interior designers)** Bangalore

Since September 96- May 98

**Position: Engineer Design**

**Job Responsibilities:**

* Design and drafting of multistoried buildings, commercial complexes, Apartments & Residences.
* Preparation of Architectural plans, Landscaping and Detailed drawings.
* Preparing Interior drawings & Estimations.

**H) M/s STERLING ENGINEERING (Structural consultants)** Bangalore

Since April 93- March 96

**Position: Engineer Design** & **Drafting**

**Job Responsibilities:**

* Design & drafting of shop drawings & Fabrication drawings.
* Preparation of steel drawings, including Foundation drawings, detailing of beams, Columns.
* Designing of Overhead Tanks, sumps, Estimation etc.

**Projects:**

* Major Hotel projects. High rise buildings
* Skyline College and Apartments.
* Commercial complexes & Buildings.

**I) M/s Ravishankar & Associates (Structural consultants)** Bangalore

Since December 89- March 93

**Position: Junior Engineer**

**Job Responsibilities:**

* Preparation of BOQ, shop drawings & Fabrication drawings.
* Preparation of steel drawings, including Foundation drawings, detailing of beams, Columns.
* Preparation of Overhead Tanks & sumps drawings, Estimation etc.,

**Projects:**

* Major Hotel projects. High rise buildings
* Residences and Apartments.

**Personal Details:**

**Qualification: B.S Engineering Technology**

 **Diploma in Civil Engineering**

**Marital Status: Married**

**Nationality: Indian**

**Languages: English, Hindi, Kannada & Tamil**

**Skills: Primavera, MS Project, AutoCAD, 3d, 3dmax, Adobe Photoshop,**

 **Word, Excel**

**Driving License: UAE Light Vehicle**

**Credentials**

1. **Project Management Professional Training (PMP)**
2. **Registered member of Society of Engineers – UAE**
3. **Trakhees Accreditation program Card – EGBR**
4. **Civil Engineering Department- Certificate program for testing Fresh Concrete in the field.**
5. **Dubai Municipality qualified Engineer (G+1)**
6. **DM e-Building Control System certificate**