**CURRICULUM VITAE**

**SUMENDU**

[Sumendu-392993@2freemail.com](mailto:Sumendu-392993@2freemail.com)

# CAREER OBJECTIVE

To qualify as **Civil Engineer** in a well-established engineering company or consultancy which facilitates my professional growth & experience in construction industry.

# EMPLOYMENT EXPERIENCE

**Company : Cosmic Builders & Contractors, Kerala, India Title : Quantity Surveyor cum office assistant Tenure : December 2018 to June 2019**

* Conducting feasibility studies to estimate materials, time and labour costs.
* Valuing completed works and preparing bill accordingly.
* Preparing bar bending schedule prior to the execution of work.
* Preparing, negotiating and analyzing costs for tenders and clients.
* Coordination of work effort.
* Monitor progress of the work as per the schedule agreed.
* Material management and quality control.
* Day to day management of sites, including supervision and monitoring of labours.
* Preparing bill of quantities (BOQ) when required.
* Receiving and processing all invoices, expense form and request forms for payment.
* Organizing and observing the day to day activities of organization.
* Respond to emails, phone calls and other forms of correspondence.
* Pays employees by calculating pay, distributing checks and maintaining records.
* Prepare the cost and value information for monthly account meetings.

# Company : SANDH Construction Company, Pvt. Ltd, Kerala, India Title : Civil Engineer Trainee

**Tenure : July 2018 to December 2018**

* Scheduling the work of the day and ensuring that the projects starts on time and ends within the estimated duration.
* Making Structural Details on Auto CAD.
* Shop drawings.
* Prepare Elevation & Section of building plan.
* Customizing of Auto CAD utility symbols library of civil.
* Prepare drawing list, arrange drawing numbers and keep up to date record.
* Using computer System for easy future reference.
* Preparation of making 2D & 3D views of buildings.
* Preparing as built drawings.
* Preparation of building plan, sections, elevation & detail drawings, door & window details.
* Making dimensions.

# EDUCATIONAL QUALIFICATION

* **B.Tech in Civil Engineering**

Holy Kings College of Engineering and Technology, Kerala, India

# XII (CBSE Board)

Fatima Central School, Kerala, India

# X (CBSE Board)

* Fatima Central School, Kerala, India

# SKILLS AND CERTIFICATIONS

* Self-motivated & Confidential
* Excellent time management skills.
* Proficient computer skills in Quantity Surveying, AutoCAD,Revit Architecture,3DS Max and MS Office.
* Documentations.
* Writing accurate technical reports.
* Excel efficiency.

# COMPUTER PROFICIENCY

* AutoCAD 2D
* 3ds Max
* Adobe Photoshop
* V-ray
* M S Office
* Revit Architecture

# PERSONAL DETAILS

* Date of birth : 31 March 1996
* Nationality : Indian
* Marital Status : Single
* Visa Status : Visiting visa
* Language known : English, Malayalam (Mother tongue)