ARJUN

Civil Engineer

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|  | **Objective** | To | | pursue the career as a **Civil Engineer**, which is challenging, responsible and | | |  |
|  |  | affords the opportunity of utilizing and further my knowledge, experience, | | | | |  |
|  | **Employment** | leadership / communication skills and computer expertise | | | | |  |
|  | I have gained more than 3 years excellent professional Experience in construction | | | | |  |
|  | **History** | Industry. All my experiences are related to **Civil Engineering.** | | | | |  |
|  |  |  |
|  |  | I am a creative, outgoing individual with an exceptionally positive personality, whom | | | | |  |
|  |  | possesses great abilities in successfully executing and completing given tasks. Also, | | | | |  |
|  |  | I am extremely idealistic and possess the ability to handle unexpected situations | | | | |  |
|  |  | with minute difficulty. | | | | |  |
|  |  |  |  |  |  |  |  |
|  | **Experience** |  |  | | | |  |
|  |  |  |  |
|  |  |  |  | June 2018 to July 2019 | |  |  |
|  |  |  |  |  |  | |  |
|  |  |  |  | **Duties & responsibilities** | | |  |
|  |  |  |  | **Post: Office Engineer** | | |  |
|  |  |  |
|  |  |  |  Review contract and specifications in its entirety | | | |  |
|  |  |  |  | Assist Project Manager, Project Superintendent and Project Engineer as | | |  |
|  |  |  |  | required | | |  |
|  |  |  |  Assist with all schedule preparations and updates | | | |  |
|  |  |  |  Assist with quantity reporting, project costs and forecasting | | | |  |
|  |  |  |  Obtain pricing from subcontractors and vendors to include charge orders | | | |  |
|  |  |  |  Requisition equipment and material deliveries as required | | | |  |
|  |  |  |  | Coordinate with subcontractors, suppliers and workforce to resolve project | | |  |
|  |  |  |  | challenges and conflicts | | |  |
|  |  |  |  Assist with monthly billing, cash flow projections, and change order processing | | | |  |
|  |  |  |  Manage document control to include submittal schedules, contract documents, | | | |  |
|  |  |  |  | project record drawings, etc. | | |  |
|  |  |  |  Review Heavy Job daily reports for accuracy | | | |  |
|  |  |  |  | Prepare and maintain technical submittal list, NPDES permits, Storm Water | | |  |
|  |  |  |  | Pollution Prevention Plan, and Project Progress Schedule as required | | |  |
|  |  |  |  | Comply with notice requirements such as inspections, survey staking, joint | | |  |
|  |  |  |  | measurements with owner and/or engineer, utility locations and adjustments, | | |  |
|  |  |  |  | testing, claims, etc. | | |  |
|  |  |  |  | Issue correspondence to subcontractors and vendors when revised plan and/or | | |  |

specifications affects products or services

 Assist with project closeout

 Perform additional assignment’s per the Project Manager’s direction

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**Ghantoot Transport & Gen. Cont. L.L.C**

March 2016 to June 2018

**Duties & Responsibilities**

* **Post: Quantity Surveyor**
* Coordinate and work with the project management team to resolve project issues and to ensure the delivery/completion of the project.
* Prepares and submits the interim payment applications in accordance with contract
* Handles the orders and material inspections at site.
* Notify the client on a change work and request for a site instruction before proceeding with execution.
* Coordinate with the team of QS to validate a claim as per the different clauses on the particular and general clauses of the contract.
* Monitoring and preparation of contract correspondences.
* Prepare contractual changes/ revisions, summarizing contractual requirements and budgets.
* Preparation and reporting of work progress and commercial things. Preparation of Weekly billing, Cost to be completed (CTC) and Financial statement
* Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
* Prepares measurement sheet and submits the interim payment applications.
* Preparation of the deduction statement.
* Preparation of variation order and cost Estimation for new item.
* Preparation of Re Cape Quantity
* Evaluate the subcontractor invoice and preparation of payment certificate.
* Material takeoff
* Quantity Take Off for all Civil elements (manually, A-CAD)
* Preparing the Bill of Quantities
* Preparing of the Rate Analysis
* Verifying progress measurements in coordination with Site Engineers
* Preparing Main contractor's interim progress payments
* Preparing Sub-Contractors progress payment claims, measurement and certification
* Maintain records of site measurements and quantities.
* Timely entries of all Main Contract & Subcontract Payment Certificates.
* Assessment of Sub-Contract's variations/claims.
* Settlement of provisional sum & prime cost items.
* Preparing the main and sub-contractor's final account and project close out
* Preparation of method statements & Material Verification report

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|  | **Academic** |  | Successfully Completed Bachelor of Engineering In Civil Engineering |  |
|  | **Qualification** |  | Post Graduate Certificate in Construction Project Management |  |
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|  |  |  | Knowledge in Conditions of Contract for Works of Civil Engineering Construction | | | | | | | | |  |
|  |  |  |  | (FIDIC). |  |  |  |  |  |  |  |  |
|  |  |  | Knowledge | | in using of Civil Engineering Standard Method of Measurement | | | | | | |  |
|  | **Fair Knowledge** |  |  | (CESMM3). |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | University | | Project- **Effect Of Micro Particles And Industrial Wastes On** | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Strength of Concrete.** | | | | | | | |  |
|  |  |  |  |  | | |  |  |  |  | |  |
|  |  |  | Participated in the training program on–**“An Exposure on Quality Assurance** | | | | | | | | |  |
|  |  |  |  |  | | | |  |  |  | |  |
|  |  |  |  | **in Civil Engineering through material testing” by Government Of India** | | | | | | | |  |
|  |  |  |  |  | | | | |  | | |  |
|  |  |  | Attended training on Cost engineering (Cost Control Management) | | | | | | | | |  |
|  |  |  | Certificate in Quantity Surveying & Estimation (IACET) | | | | | | | | |  |
|  | **Strengths** |  | Valid UAE Driving License Holder | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Excellent Communication and Interpersonal Skills | | | | | | | | |  |
|  |  |  |  | | | | | | | | |  |
|  |  |  | MS Office Package | | | | | | | | |  |
|  | **Computer** |  | Certificate in Auto CAD Revit | | | | | | | | |  |
|  | **literacy** |  | Civil 3D | |  |  |  |  |  |  |  |  |
|  |  |  | Unifier Pimevera & Acconex | | | | | | | | |  |
|  |  |  |  | |  | | | | | | |  |
|  |  |  | Full Name | | : Arjun | | | | | | |  |
|  |  |  | Date of Birth | | : 12th May 1993 | | | | | | |  |
|  | **Personal** |  | Nationality | | : Indian | | | | | | |  |
|  |  |  | Marital Status | | : Married | | | | | | |  |
|  |  |  | Visa type | | : Visit Visa | | | | | | |  |

I do hereby declare that above particulars, which I furnished, are true and correct to best of my knowledge.

Your faithfully

Arjun

(*Applicant)*

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