

An accomplished & well-rounded Civil Engineer professional with experience in Quantity Surveying, wish to be a part of a professional and global environment that would enrich my knowledge skills and techniques that will continually refine me so that I would be successful in leading and directing projects, thereby achieving the goals and objectives of the project stakeholders and be an asset to my organization.



EDUCATION

Bachelor of Technology (May 2018)

University - Mahatma Gandhi University, Kottayam, Kerala, India

Institute - Mangalam College of Engineering, Kottayam, Kerala, India

Specialization- Civil Engineering

LICENCES & CERTIFICATIONS

- Certificate in Civil Quantity Surveying Register No. 1276518163 issued from ISO 9001:2015 certified scientific and technical education development council under government of NCT New Delhi, Government of India.
- Engineer-A Licence issued from department of urban affairs licence No. E-11990/19/EA-4729/KLM under government of Kerala, India.

EXPERIENCE

VALENCIA MARBLE FACTORY LLC
Junior Quantity Surveyor

Abu Dhabi, UAE
2022 AUGUST to 2023 PRESENT

- Reviewing of Tender documents and other details to grasp idea about the Projects.
- Prepare BOQ & Quantity Take Offs from the drawings, specifications and other relevant Tender Documents.
- Review Tender Documents to raise technical tender queries or Request for Information (RFI).
- Support costing activities such as formulating quotation comparison sheet.
- Estimating the cost of different materials needed for the Projects Quantity take-off required for the Projects and preparation of Highlighted drawings.
- Sending inquiries and getting quotation from international suppliers for marble, granite and artificial stone.
- Negotiate with suppliers & Sub contractors on both technical and commercial aspects of a product.
- Submitting technical documents and samples.
- Assist in tender submissions.
- Coordinating with Contractors/ Clients in facilitating and understanding their requirements and budgets in order to meet Client's satisfaction.
- Track changes to design or site work and adjust budgets accordingly.
- Filing and proper Documentation of submitted quotations in order to retrieve on later stages.

MAX MAGIC TECHNICAL SERVICES LLC
Junior Quantity Surveyor

Dubai, UAE
2021 JULY to 2022 AUGUST

- Reviewing construction plans and preparing quantity requirements.
- Preparing invoice with supporting documents.
- Quantity take-off for BOQ items and measuring from site.
- Arrange subcontract packages for quotations
- Daily work done progress monitoring and marking on the drawings.
- Preparing daily cost report and monitoring the daily work progress.
- Keeping track of materials and ordering material when required.
- Monitor the progress of the construction work and performance of subcontractors at the site.
- Checking for subcontractor payment and certifying.
- Ensuring the completion of project within the cost allocated for the project.
- Ensuring that all materials used and work performed are as per Client specification.
- Communicating with the client's representatives regarding program/ projects Progress and areas of concern.
- Establish and maintain professional relationship with external and internal stakeholders.

SIGNIA-HOMES
Civil Engineer

Kerala, India
2018 SEPTEMBER to 2021 JANUARY

- Project estimation and Preparation of material take off.
- Checking plans, drawings and quantities for accuracy of calculations.
- AutoCAD drafting and Designing of civil drawings.
- Ensuring that all materials used and work performed are as per Client specification.
- Responsible for the preparation of contract and tender documents.
- Measure and value the work done on site.
- Review, incorporate and provide proper response to client Comments and Queries.
- Preparation of all project related technical documents and review engineering drawings to be in line With project requirement.

SKILLS

Software

- Skilled in MS Word and Power Point
- Skilled in Microsoft Excel Intermediate
- Skilled in AutoCAD 2D
- Skilled in Planswift.

PERSONAL PARTICULARS

- **Nationality** : Indian
- **Date of Birth** : 08/08/1996
- **Marital Status** : Married
- **Languages Known** : English, Malayalam & Hindi
- **Driving licence** : India light vehicle licence
- **Permanent address** : Kanjeethara house, Thottabhagom p.o, Thiruvalla, Pathanamthitta, Kerala-689541, India.

DECLARATION

I hereby declare that all the above-furnished details are correct to the best of my knowledge.

MELDA ABRAHAM