



# AKHILA A LATHEEF

## CIVIL ENGINEER

### CONTACT

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**HOLDING VALID  
UAE DRIVING  
LICENSE**

### STRENGTHS

- Leadership and Teamwork
- Decision Making
- Active, Hard working
- Confident
- Patience
- Positive and Friendly nature
- Adaptive to new circumstances

### LANGUAGES KNOWN:

- English
- Hindi
- Tamil
- Malayalam
- Arabic (Read&Write)

### CAREER OBJECTIVE

To secure a challenging position to strengthen my career in a reputed organization where I can hone my analytical & technical skills and to serve the organization by my abilities and skills.

### EXPERIENCE SUMMARY

- [Currently working as a Civil Engineer in SEYANKO TECHNICAL SERVICES LLC, DUBAI, UAE]
- [6 Months of experience as a Civil Engineer in AL SAHD CONTRACTING LLC, SHARJAH, UAE]
- [1.5 years of experience as Civil Engineer (Project coordination and controlling, Quantity Surveying, QA/QC works, INDIA)]
- [1 Year of experience as a Teacher in Civil QA/QC ,QS and NDT]

### QUALIFICATION HIGHLIGHTS

- **(B.Tech in Civil Engineering)**
- QA/QC DIPLOMA
- Diploma in QS
- Diploma in NDT
- AutoCAD& 3D
- MS Office

## **PROJECTS INVOLVED:**

- Dubai Islamic Bank Bldg Project.
- Al Quos Labour Camp Project.
- Projects under HOAM-High Rise Owners Association Management.
- IT Plaza, Dubai Silicon Oasis- Complete Reinsulation work.
- Apricot Tower, DSO
- Mizhar Villa Project
- Majilis Project at Mizhar
- Gevora Hotel maintenance work
- Iranian Restaurant work at Ajman, Rawdah.
- Gym Project at Mizhar
- Alshera Tower Project.
- Protein House Project.
- Many Projects under Reliance Group.
- Many Projects under Liberty Real Estate.
- API Tower Interior Work.
- Many projects under Dubai Real Estate.

## **KEY DUTIES & ACHIEVEMENTS:**

- Involved in Project Co-ordination and Execution for the Construction of all kind of civil works.
- Plan and schedule the work and efficiently organize the site/facilities in order to Meet an agreed Programmed of deadlines.
- Work as Instructed & Monitor as per the Quality Norms.
- Study of the related documents such as drawings, Electrical drawings, plans etc.
- Preparation of Quotations, Invoices, reports& all related documents.
- Attending the meeting regarding the status of work.
- Take care of the company's assets and its maintenance.

## **PROFESSIONAL EXPERIENCE**

**2020 November 14<sup>th</sup> –TILL DATE**

**Civil Engineer- SEYANKO TECHNICAL SERVICES LLC, DUBAI, UAE.**

Building Maintenance & Technical Services  
Controlling and coordinating all Projects

**2020 May 4<sup>th</sup> -2020 November 9<sup>th</sup>**

**Civil Engineer - AL SAHD CONTRACTING LLC, SHARJAH, UAE.**

Dubai Islamic bank building project  
Project Controller and Coordinator

**2019 Feb 20<sup>th</sup> -2020 Jan 6<sup>th</sup>**

**Project Coordinator& Controller- METAGUARD ENGINEERS AND CONTRACTORS, Kerala, India.**

PWD road work - Kayamkulam to Kollam [Kerala state]  
Black spot works in major towns of Kerala state.

**2018 December 10<sup>th</sup> -2019 Feb 16<sup>th</sup>**

**Junior Civil Engineer: Palakottu Builders ,Kerala, India.**

Villa project- 2 storeyed building

**2017 December 4<sup>th</sup> – 2018 November 2<sup>nd</sup>**

**Civil QA/QC and QS Teacher**

Invigilated QA/QC tests for TUV Rheinland certification programme

## **MAJOR ACHIEVEMENTS**

- Project coordination and controlling of public road and infrastructure.
- Programming of cost effective activities, analysing, executing and making reports.
- Preparation of BOQ, Invoices and drawings corrections.
- Preparation of daily work schedules and arrangement of resources such as men, material etc.
- Coordination with subcontractors, consultants and architects for smooth flow of work.
- Ensured the safe, cost effective and timely completion of all projects to meet or exceed client expectation.
- Ability to maintain an excellent relationship& stayed in a constant contact with all clients, which proved instrumental in generating additional project work.
- Proper management of material and workmanship.
- Ensuring that all the works meets the stipulated quality standards.

## **PERSONAL SUMMARY**

**Full Name:** AKHILA A LATHEEF

**Gender :** Female

**Date of Birth:** 15/ 09/ 1994

**Nationality:** Indian

**Marital Status:** Married

**Passport Number:** U3350276

**Passport Expiry Date:** 22/01/2030

**Address:** Abdul Aziz Bldg, 706  
Sharjah, UAE.

1. Enforcing and monitoring safety regulations with Employees at all levels
2. Studying structural drawings and execution on site, Preparation of cost estimates and bills regarding different items of work
3. Work as Instructed & Monitor as per the Quality Norms.
4. Ensure that staffs are on working site and the assigned task meets the standards and complete works on timely manner
5. Knowledgeable and adept in, AutoCAD, BOQ Preparation & Verification
6. Monitoring the completion of the project according to the schedule, budgeted cost and specified quality.
7. Procurement of materials for the building, Quality Control.
8. Identification of technical problems during project implementation and reporting to project manager.
9. Conducting inspection and meetings with consultants and Client Representatives

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**Declaration:** I solemnly declare that the above given information is true and correct to the best of my knowledge and belief.

**AKHILA A LATHEEF**

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