

ATHULYA PRADEEP

Civil Engineer

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Dubai-UAE



Professional Summary

M.Tech Post Graduate in Environmental Engineering (Civil Graduate) with knowledge in environmental subject and material management skills looking for an entry level position in a reputed organization where I can enhance my skills, knowledge and experience. Adept at functioning well both as a team member and independently.

Core Qualifications & Knowledge

- Client Relationship and Management
- Estimation.
- Team Handling.
- Self-Motivated.

Professional Experiences- 1 ½ Years

Assistant Professor

Vidya Academy of Science and Technology, India

(From 20-06-2020 to 30-12-2022)

Duties and Responsibilities

- Responsible for Maintaining Client Relations and Customer Satisfaction.
- When required, collects and analyses information from specific discipline and interdisciplinary project data sets.
- Participate in study evaluation progress and coordination meeting
- Negotiating with vendors and suppliers to ensure the best contracts.
- Authorizing technical drawings and engineering plans.
- Gathering data, compiling reports, and delivering presentations to relevant stakeholders.
- Analyze the results and issues raised by client entities that monitor the implementation of plans and recommend required countermeasures.
- Manage and Coordinate the works of sub-consultants.
- Comply with all relevant legislation, codes of practice, and professional standards.
- Maintained strong channels of communications with managers, consultants and client.
- Prepare/Assist in the preparation of Weekly and Monthly progress reports.
- Reviews client's inquiry if the tender documents are sufficient for pricing.

- Sending inquiries and getting competitive quotation, evaluate quotations relative to the scope of the work and also updating to maintain unit cost figures in pricing sheet.
- Making Cost comparison in case of multiple offers to select technically and commercially suitable proposals.
- Pricing of BOQ and to prepare final quotation by giving inclusion, exclusion notes.
- Preparation of Quotations.

Academic Education

1. B. Tech. (CIVIL ENGINEERING) From Calicut University, Kerala, India.
2. M. Tech. (ENVIRONMENTAL ENGINEERING) From Calicut University, Kerala, India.

Skills

- Powerful in oral and written communication skills in English.
- Possesses very strong interpersonal skills.
- Good in handling people with utmost productivity and empowerment.
- Good Knowledge on computer applications and mechanical software.
- Imaginative and logical reasoning skill.
- Able to tact workload and work pressures.
- Capable to arrange the works according to the preference and importance.

Soft Skill

- Auto CAD
- MS Office

Personal Details

Nationality/Marital Status	:	Indian/Married
DOB	:	25/06/1996
Passport No	:	W5385681
Visa Status	:	House Wife – Dependent Visa

Linguistic Capabilities

Read & Write	:	English, Hindi & Malayalam
Speak	:	English, Hindi, Malayalam & Tamil

Self-Appraisal Profile

As an overview, I am a result-oriented. Self-starter, flexible and effective communicator, problem solver, with ability to focus on solutions and remain calm in crisis situation. I am organized, proactive and aspiring towards improving current procedures.