

# PONNI.L



## CONTACT

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Al Qusais – Dubai - UAE

## ACADEMIC CREDENTIALS

### BACHELOR'S DEGREE IN CIVIL ENGINEERING

- APJ Abdul Kalam Technological University (KTU)

### HIGHER SECONDARY

- Higher Secondary School Ezhippuram, Parippally

## CERTIFICATION

- Auto CAD 3D
- PE
- QS

## TECHNICAL SKILLS

- AutoCAD
- Quantity Surveying
- Quality Assurance (QA)
- Quality Control (QC)
- 3Ds Max

## COMPUTER PROFICIENCY

MS Word/ Excel ★★★★★

Basic Operation ★★★★★

Internet & E- Mail ★★★★★

## LANGUAGES KNOWN

English 100 %

Malayalam 100 %

Hindi 85 %

## PROFILE SUMMARY

- ❖ 4 Years' Experience as, Dedicated and Compassionate as **CIVIL PROJECT ENGINEER** (in India).
- ❖ With **Technical Knowledge**, and perform engineering duties in planning, designing, and overseeing construction and maintenance of building Structures.

## KEY SKILLS

Team Work

Work Ethic

Creativity

Leadership

Attention to Detail

Project Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

## EMPLOYMENT CHRONICLE

### PROJECT ENGINEER (2019 To 2022)

#### CRAFT BUILDERS, KARUNAGAPPALLY (GOVT: PUBLIC WORK CONTRACTING CO)

PROJECT : BIOMEDICAL BUILDING PROJECT AT  
GOVT MEDICAL COLLEGE, PARIPPALLY, KOLLAM

#### HANDLED PROJECTS:

- ❖ Three storey buildings of higher secondary schools
- ❖ Two storey buildings of lower primary school
- ❖ Operation theatre for cardiac thoracic surgery

#### KEY RESPONSIBILITIES

- Preparing, scheduling, coordinating, and monitoring of assigned engineering projects.
- Formulating project parameters and assigning responsibilities to the most capable employees and monitoring the project team.
- Interacting with clients, interpreting their needs and requirements, and representing them in the field.
- Performing quality control tasks on budgets, schedules, plans, and personnel performance and reporting on the project's status.
- Cooperating and communicating with the project manager and other project participants and collaborating with senior engineers to create more efficient project methods and to maintain the project's profitability.
- Reviewing the engineering tasks and initiating the necessary corrective actions.

## PASSPORT DETAILS

Passport Number : S 3411763  
Date of Expiry : 15-07-2028  
Date of Issue : 16-07-2018  
Visa Status : Visiting Visa  
Immediate Joiner

## REFERENCE

- Available upon request

## INTERNSHIP

**COMPANY** : CONFIDENT GROUP, THIRUVANANTHAPURAM, KERALA  
**PROJECT** : COMMERCIAL BUILDING

**COMPANY** : DEVAMATHA CONSTRUCTION, KOLLAM, KERALA  
**PROJECT** : GOVT. HIGHER SECONDARY SCHOOL, KULATHUPUZHA

### KEY RESPONSIBILITIES

- Oversee infrastructure construction.
- Handling Engineering reports.
- Conduct site survey with seniors and analysing data to execute civil engineering projects.
- Calculating requirements to plan and design the specifications of the civil work required.
- Ensure safety by monitoring the site.
- Assisting seniors in forecasting the cost, quantity and budget of equipment, manpower and labour.
- Studying structural Analysis & Dynamics.
- Studying and implementing different construction Method.

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender : Female  
Date of Birth : 26-05-1997  
Nationality : Indian  
Permanent Address : Parayil Veedu, Velamannoor P.O, Parippally  
Kollam, Kerala, PIN: 691574

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

PONNI. L