



Annie Merin Varkey

CIVIL ENGINEER

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Dubai, UAE

Executive Summary

An experienced **Technical Engineer** with a demonstrated history of working in the civil and paint industry. Assuring technical aspects of projects in accordance with project specifications and standard requirements, as well as other contract documents. I am motivated and enthusiastic by new challenges and tasks and take an excellent approach to achieve success in all my endeavors. I am looking for a position to enhance my career in a high-quality engineering environment where I can utilize my technical skills for the growth of the organization along with my knowledge and abilities.

Experience

Technical Engineer

National Paints Factory, Abu Dhabi (June 2021 – April 2022)

- Quantity calculation from Auto Cad drawings.
- Preparation of quotations, prequalifications, and technical submittals in accordance with the required specification.
- Assist the specification team with vendor registration and renewal of registration in Abu Dhabi Government portals as manufacturer and contractor.
- Providing back-end support to onsite inspectors to identify reasons for issues with the products and propose rectification and settlement of problems in the best interests of the customer.
- Maintaining technical site reports and compiling documentation project wise for smooth execution of projects and future references.
- Preparing warranty certificates.
- Visiting customers in coordination with the sales team to assist in technical discussions, demonstrations, and testing.
- Liaising with the testing laboratory and the sales department regarding technical queries related to paint, paint systems, specifications, and application to ensure good coating performance.
- Prepares project and sales reports, marketing project photos, and updates tracking log sheets.
- Communicates and collaborates with the Operations Manager and Projects Managers in weekly meeting for the project's requirements and priorities.
- Issuing customer's documents such as Performa Invoice.
- Arrangement of applied sample panels or demo on sites according to priority.
- Coordination with the sales team and the collector for invoice delivery and payment collection.
- Responsible for initial assessment of customer complaint and reporting it to Technical Service Manager.

Personal Details

- Gender – Female
- Nationality – Indian
- Marital Status – Married
- DOB – 23rd July 1993
- Passport No. – R19967687
- Visa Status – Husband Visa
- Languages Known – English, Hindi, Malayalam, Tamil

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Highlights

- Proficient in **AutoCAD 2D, Revit Architecture, STAAD.Pro, MS Office.**
- Highly motivated and a good team player.
- Focused and hardworking
- Demonstrates professional attitude.
- Proactive, organized and keen to details.
- Project management
- Multi-tasking
- Results-oriented
- Business development
- Organizational capacity
- Operability and commitment
- Strong communication and people management skill.
- Efficient in time management.

Experience (continued)

Civil Engineer

True Vine Builders, Kerala India (January 2020 – March 2021)

- Creating detailed drawings, plans and schedules, estimating the cost of the construction and engineering work required using CAD and Civil software.
- Prepare, schedule, coordinate and monitor the assigned engineering projects.
- Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications.
- Interact daily with the clients to interpret their needs and requirements and represent them in the field.
- Perform overall quality control of the work (budget, schedule, plans, personnel's performance) and report regularly on project status.
- Assign responsibilities and mentor project team.
- Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support.
- In charge of finalizing construction plans and obtaining final approval from the client.

Civil Site Supervisor

True Vine Builders, Kerala India (September 2017 – December 2019)

- Conducted project monitoring to ensure quality construction and safety.
- Carry out daily site inspections to ensure work in compliance with approved drawing & specifications.
- Adjusted work schedules as needed in order to meet all project deadlines.
- Assist Project Manager in administration.
- Order construction materials, tools, and machines in relation to needs according to the schedule of construction.
- Recommending changes to construction operations or procedures to increase efficiency.
- To prepare drawings for construction methodology with alternative methods according to different site conditions.
- Direct and guide technicians to their respective assigned duties.

Education

2014-2017

Bachelor of Technology in Civil Engineering | MG University, Kerala

2011-2014

Diploma in Civil Engineering | Kerala Technical Board

References

Mr. Arun Ullal

Business Head (Projects)
Asian Paints Berger, UAE & Qatar

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