
FATHIMA BASHEER

E-Mail: fathimabasheer548@gmail.com | Mobile No: +971545639949 | Dubai, U.A.E



OBJECTIVE

Seeking a career that is challenging and interesting and lets me work on the leading areas of technology, as a Engineer that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives.

WORK EXPERIENCE

Organization: Genuine Safety Consultants, Dubai, UAE **(Aug 2019 – Present)**

Job Title: Project Coordinator

Job Responsibilities:

- Managing clients and maintain an efficient documentation system in construction industry, scheduling third party inspection of various Civil and Mechanical products and processes.
- Ensuring all projects are processed, organized, and progressing according to predetermined timelines and deliverable dates
- Prepare and submit project mobilization documents in coordination with project team and follow up.
- Assists the QA/QC Manager in the implementation of the established Management System (ISO 9001) in the organization.
- Handling various online portals for tender preparation and submissions. (DEWA, Dubai Municipality, Jumeirah group etc)
- Assists with the Project Manager prepare method statements, material submittals, drawing submittals, prequalification documents etc. for the project.
- Assist in vendor management that includes receiving tenders, estimation of work and rates, submission of documents and tenders, submitting invoices with thorough follow up and monitoring.
- Prepares Annual Training Plan and monitor proper execution of the scheduled training.
- Major projects handled –
 - Coordination and tender document executions, project for Annual safety inspections in DEWA, Dubai Municipality, Al Futtaim group, Jumeirah group, Binghatti group, Emaar etc.

Organization: Bharat Petroleum Corporation Limited- Kochi Refinery (BPCL), Kerala, India. **(Nov 2017 – Jan 2019)**

Job Title: Civil Project Engineer

Job Responsibilities:

- Review and assist QA/QC control for required tests and inspections
- Assisting in various quality tests on concrete, soil and aggregates
- Performing Constructability reviews of various projects
- Preparing Standard Engineering Computations, Surveys and Designs
- Preparing Bill of Quantities and Develop List of Qualified Suppliers
- Inspection of Construction sites to ensure timely completion as per schedule
- Preparing Weekly / Monthly Cost report for contractors
- Quantity estimation and rate analysis
- Study of the related documents such as Electrical drawings, Drainage drawings etc.

PROJECTS HANDLED

- **BPCL township project of 3 blocks having G+12F.**
- **Vandipettah School and Residential Complex -**
- **Motor Spirit Block Project (MSBP)**
- **Delhi Metro Rail Corporation:**

EDUCATIONAL QUALIFICATION

2013 - 2017 **Bachelor of Technology in Civil Engineering**
MG University, Kerala, India
CGPA = 8.35 / 10

CERTIFICATIONS

- Autodesk AutoCad (2D Drafting and plotting).
- Autodesk Revit architecture

IT SKILLS

- MS Excel
- MS Office
- Adobe Photoshop
- MS Project

PERSONAL DETAILS

Date of Birth - 12, August 1995
Marital status - Married
Nationality - Indian

Languages Known - English, Hindi, Malayalam

I hereby affirm that the information furnished above is true and correct to the best of my knowledge and ready to present all the original certificates for your perusal.

Date:01/10/2022

Place: Dubai

Signed

Fathima Basheer