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Personal Details

Name of Father: O N Ravindran

Date of Birth : 07-04-1993

Nationality : Indian

Gender : Female

Marital status : Married

Languages : English, Hindi,
Malayalam

Home Mob. : +971 566200321

Passport No. : U7316967

Visa Status : Resident Visa

SURYA RAVINDRAN

Career Objective

To obtain a challenging position in a high-quality engineering environment where my resourceful experience and academic skills will add value to organizational operations.

Experience

Technical Office Engineer

01-5-2021–Present

Accurate Survey Engineering Services, Dubai

Roles and Responsibilities:

- Preparing and reviewing tender documents, quotation, contracts and other relevant documents for civil engineering works.
- Preparation and Evaluation of Tender / Contract documents and Bill of Quantities.
- Assisting the design team for the preparation of technical drawings in AutoCAD.
- Preparing method statement, time schedule and other data for technical submittal.
- Liaising with clients and a variety of professionals including architects and subcontractors.
- Maintenance and control of records related to all commercial activities as required by the contract conditions.
- Scheduling & monitoring the progress of the works, delays & disruption of the project and preparation of claims for delays & time extension and associated costs.
- Responsible for attending bid meetings, proposal, estimate/ take off, design work, contract documents, and project kick-off.
- Applying for NOC's.

Design/QS Engineer

01-01-2019–28-02-2021

Classik Architects, Kerala, India

Roles and Responsibilities:

- Structural drafting and documentation using AutoCAD, preparation of shop drawings for multi-storied buildings.
- Design and analysis of multi storey residential buildings using Staad Pro.
- Performing design calculations on critical structures to check design for compliance to design codes.
- Responsible for design and analysis of various RCC structures.
- Work with architects on design models.
- To assist successful delivery of projects, work to meet targets, work within budget and program.

Skill Highlights

- Integrity
- Teamwork
- Creativity
- Problem solving
- Project management
- High attention to detail
- Work to tight deadlines
- Decision Making
- Critical thinking
- Perseverance and motivation

License

- Engineer A, Department of Urban Affairs, Govt. of Kerala

Professional Body Membership

- The Institution of Engineers India (IEI) – Associate Member
- The Indian Society for Technical Education (ISTE) – Life Member

Declaration

- I hereby declare that all the above given information is true to the best of my knowledge and belief.

- Handled cost of materials estimations, report and document tracking, project documentation.
- Quantification of variations as per revised drawings / specification and follow-up with main contracts / project managers for site work instruction.
- Prepare and gather all data and information required for effective planning/scheduling, monitoring and controlling the execution of activities of the project and attending client meetings.
- On-site project visits and monitoring the progress of the project at different stages of its development.

Assistant professor

31-1-2017–30-12-2018

MBCET, Peermade, Kerala, India

Roles and Responsibilities:

- Teaching a requisite number of graduate students, assisting with the development of course material.
- Enhance the learning environment through instruction, applied research, scholarly activity, and service that support the institutional mission.
- Organizing and attending conferences, workshops, seminar and other co-curricular activities. Publishing research, delivering presentations, and networking with others in the field.
- Serving on academic and administrative committees, writing proposals for grants and handling other administrative duties.
- Assisting with student recruitment, interviews, and academic counseling sessions.
- Performed material quality tests in laboratory as per Indian standards for department consultancy cell.

Technical Skills

- Revit Architecture (Certified)
- AutoCAD (Certified)
- STAAD Pro (Internship Project)
- ETABS
- MS Project
- ANSYS (Basics)
- MS Office
- Computer Programming Language

Education

Year	Course/ CGPA	University
2014-2016	M.Tech: Structural Engineering and Construction Management <i>CGPA: 7.774</i>	Mahatma Gandhi University Kottayam, Kerala, India
2010-2014	B. Tech Civil Engineering <i>CGPA: 7.5</i>	Mahatma Gandhi University Kottayam, Kerala, India
2008-2010	Higher Secondary Certificate Examination <i>Percentage: 80%</i>	Kerala State Board, Kerala, India