



VINOTHINI GANDHI

CIVIL ENGINEER

CONTACT

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+971 557568770

Sharjah.

PERSONAL DETAILS

MARITAL STATUS- UNMARRIED

PASSPORT NO- U6854816

VISA STATUS- Employment Visa

D.O.B- 12.06.1997

PASSPORT EXPIRY- 21.01.2030

SOFTWARE

- AUTO CADD
- Revit
- MS Office

LICENSE

Dubai Municipality-G+1 (Building contracting)

Affiliated Member 2018/65965/202

Driving License- Undertaking

LANGUAGES

- English
- Tamil
- Malayalam

PROFILE

Enthusiastic Civil Engineer with 4 years' experience in construction and interiors industry. Looking to advance my career with a civil Engineer position to help in effective utilization of available resources to complete projects.

WORK EXPERIENCE

- Civil Engineer - Fit future Construction llc
March 20' – Present Al quoz, Dubai.
- Civil Engineer - PSA Properties
Aug 18' – Dec 19 Thanjavur.

KEY RESPONSIBILITY

- Preparing BOQ and and ability to quantity take off using AUTO CADD.
- RFI, RFP, RFQ and Negotiation of the final price as per cost.
- Ensured the on time delivery of ordered materials and services to the projects and with requested specifications.
- Maintenance of suppliers, sub-contractors records including LPO, inquiries and other correspondence with suppliers.
- Maintained the daily and monthly reports.
- Maintained a register of all incoming and outgoing mail, stamping and recording the documents.
- Ability to understand the architectural drawings and assisting with detailed drawings.
- Coordination of administrative activities.
- Having basic knowledge of tender documents.

EDUCATION

Bachelor of Engineering - Anna University

2014-2018 - Kings College of Engineering