

## **Covering Letter**

To whom so ever It May Concern:

I have 2 years and 10 months of experience as Quantity Surveyor and Site Engineer of high rise building. My duties include estimating the quantity of materials needed and sending purchase requisition for material procurement, preparation of Bill of Quantities, Preparation of cash flow statement, material reconciliation and accounts reconciliation on monthly basis, preparation of sub contractor payment certificates with proper verification of quantities as per the approved drawings, tender quoting and documentation works, preparation of rate analysis of various activities by collecting data from site, site supervision, planning the activities according to the schedule and coordinating with procurement team to align with vendors,. I also posses excellent IT skills with advanced knowledge of Microsoft Excel, AutoCAD, Primavera, FEAST, ETABS, MS Project. I am now in UAE with a visiting visa and available to join immediately.

I look forward to the opportunity of discussing my application with you further and how I can significantly contribute to the ongoing success of your reputable company.

Yours Faithfully

Nirmal Kumar R

## RESUME



**NIRMAL KUMAR R**

**SITE ENGINEER (CIVIL)**

MOBILE: +971508170793

[chandhunirmal@gmail.com](mailto:chandhunirmal@gmail.com)

In Dubai (Visiting visa  
valid till 3<sup>rd</sup> February 2020)

Passport no: P1391254  
valid till 6<sup>th</sup> November  
2026

## EDUCATION

1. **Master of Technology** in  
*Structural Engineering &  
Construction Management*  
CGPA=8.05(Post Graduation)  
Mar Athanasius College of  
Engineering, Kothamangalam  
Sept 2016  
*MG University, Kerala, India*

2. **Bachelor of Technology** in  
*Civil Engineering*  
CGPA=8.2 (Graduation)  
Mar Baselios College of  
Engineering and Technology,  
Nalanchira, Trivandrum  
April 2014,.  
*Kerala University, Kerala,  
India*

## Objective

To gain employment in an institution that offers me a consistently positive atmosphere to attain more knowledge and implement them for the betterment of the institution.

## Work Experience

- **Nine month** experience as **Quantity Surveyor** and **Site Engineer** at **Sanroyal builders and contractors Pvt Limited, India.**
  - Project in charge of high rise building construction project
  - Job responsibilities:
    - Estimating the quantity of materials needed and sending purchase requisition to purchase department
    - Preparation of Bills of Quantities.
    - Taking measurements of subcontractors and prepare weekly bill
    - Preparation of rate analysis of extra items and deviated items.
    - Preparation of cash flow statement.
    - Material reconciliation and Account reconciliation on monthly basis.
    - Negotiate with contractors and sub contractors
    - Site Inspection and planning of work according to schedule
- **Two year and one month** working experience as **Quantity Surveyor** and **Site Engineer** at **Nishanth Construction, India.**
  - Worked in building construction Projects from foundation to handing over (Government Projects)
  - Worked in the projects of ISRO and CPWD.
  - Job responsibilities:
    - Preparation of bills of quantities (BOQ) and tender document
    - Estimation of cost of materials and takeoff quantity
    - Preparation of contracts and documents
    - Preparing the sub contractor payment certificates with proper verification of the quantities as per the approved drawings.
    - Preparation of rate analysis of extra and deviated items.
    - Material reconciliation and Account reconciliation on monthly basis.
    - Negotiate with contractors and sub contractors.
    - Preparation of cash flow statement
    - Site Supervision and planning of work

## **PERSONAL DETAILS**

**DOB:** 13 Dec 1991

**Nationality:** Indian

**Visa Status:** Visiting Visa

**Marital Status:** Single

## **ACADEMIC PROJECTS**

### **1. Main Project in MTech : Dynamic Characterization and response analysis of an irregular multistoried building**

The thesis work emphasis on use of water tank as Tuned Liquid damper in order to reduce the response of the structure under earthquake. Thesis was carried out in ISRO Trivandrum.

### **2. Main Project in BTech : Design of Flyover at Edapally Junction**

The project is about the design and analysis of post tensioned pre stressed box girder flyover proposed to be constructed at Edapally junction, Ernakulam.

## **Technical Skills**

- Estimating the quantity of the materials needed for the project and sending the purchase requisition for material procurement.
- Tracking of materials that came to the site and make sure the material wastage is minimum
- Measuring the quantity of work and preparing the contractor's weekly bill
- Planning of project according to the schedule and make sure the materials are procured in time.
- Preparation of rate analysis of various activities.
- Tender quoting and documentation work.
- Site supervising of the high rise structures.

## **Software Skills**

- AUTOCAD
- PRIMAVERA
- ETABS
- MS PROJECT
- STRAAP
- FEAST
- MS OFFICE

## **Languages:**

- Writes: English, Hindi, Malayalam
- Speaks: English, Hindi, Malayalam

## **Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**NIRMAL KUMAR R**