

**Mobile:** +971 55 187 9407 / +971 50 548 9867

**Email:** sheejasom@gmail.com

**Address:** Dubai, United Arab Emirates

**V. SHEEJA**

**B.TECH. IN CIVIL ENGINEERING** (1st Class)

Kerala University, Kerala, India

**DIPLOMA IN CIVIL ENGINEERING**

(1st Class with Distinction)

Department of Technical Education,

Kerala, India

**PRE-DEGREE** (1st Class)

University of Kerala, Kerala, India

**SSLC** (1st Class)

Board of Secondary Education, Kerala, India

**DUBAI MUNICIPALITY LICENSE - UNLIMITED**

**Member of Society of Engineers**

**Certificate Course in Quantity Surveying (QS)**

from Ascent Education

**FIDIC Training**

**Technical Skills**



* STAAD Pro.2005
* AutoCAD (2D) R14-2008
* Windows Operating System
* MS Office (Excel, Word)
* Internet, Email receiving & answering government letters

**Personal Profile**



**Date of Birth**

28th May 1972

**Nationality**

Indian

**Visa Status**

Husband Sponsorship (Transferrable)

**Marital Status**

Married

**Languages Known**

English, Hindi Malayalam & Tamil

**References**

Available Upon Request

|  |  |
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| **2014 – 2018**  **2010 – 2014**  **2007 – 2010**  **2004 – 2007**  **1994 – 2004** | **Estimation Engineer**  Roboth Contracting Co LLC,  Dubai, UAE  **Assistant Engineer**  Kerala Water Authority,  Kerala, India  **Quantity Surveyor/ Estimation Engineer**  Gayathi Contracting L.L.C,  Dubai, UAE  **Structural Engineer**  Al Kalbawi Engineering Consultant Kalba,  Sharjah, UAE  **Site Engineer**  Kerala Water Authority,  Kerala, India |

**Career Snapshot**



A **Civil Engineer, Quantity Surveyor & Member of Society of Engineers** with total of **24 years experience (10 years in UAE) in civil & structural engineering related estimations**. Proven legacy handling large-scale and complex projects (Water Supply/Drainage, High-Rise Buildings, Pre-Engineered Buildings, Hot Rolled Buildings, Residential & Commercial Buildings) across UAE and India.

Strong working knowledge of modern construction methods, engineering procedures along with the ability to apply relevant legislative, statutory or industry standards suitable for surveying, civil, mechanical and structural engineering discipline.

Reputed as a top notch performer with strong liaison, networking, analytical, communication and problem solving skills with ability to raise performance levels on all focus to meet expectations of owners, clients, stakeholders or regulatory authorities. Adept in interfacing with government officials, senior level executives, decision makers and liaising with subcontractors, engineers, contractors, consultants, end users, etc.

**Career Objective**



**Educational Attainment**



***Civil Engineer | Quantity Surveyor***

**Areas of Expertise**



**Career Snapshot**



**Areas of Expertise**



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|  |  |  |
| --- | --- | --- |
| * AutoCAD * Bar Bending Schedule (BBS) * Bill of Quantities (BOQ) * Civil Engineering * Construction Work Management * Contract Bid Summary * Contract Management * Cost Limits & Budgets * Estimation Engineering * Liaison & Coordination | * Modern Construction Methods * On Site Activities * Pre or Post-Tender Contracts * Project Estimation/Control * Quantity Surveying * Quantity Take-Offs * RCC & Steel Structures * Resource Management * Scheduling/Monitoring * Site & Work Investigations * Site Management | * Statutory Compliance/HSE/QA/QC * Scope of Works * STAAD * Structural Engineering * Technical & Management Skills * Tender Preparation/ Management * Variation Claims |

**Employment History**



**2014 – 2018 ESTIMATION ENGINEER**

**Roboth Contracting Co Llc,** Dubai, UAE

**Job Responsibilities:**

* Prepared detailed estimates for different projects including but not limited to high rise buildings.
* Prepared the structural drawing including structural details and a general arrangement plan or layout necessary for site construction proper.
* Reviewed Tender Documents such as Scope of Work, Specifications, Drawings, Data Sheets, Pricing Schedule, General and Special Conditions of Contracts, etc.
* Reviewed estimates to ensure accuracy, completeness and compliance with defined scope of work.
* Interacted with multiple organizations to review, discuss project scope and estimate basis and consult on company estimating methods/procedures.
* Assisted project management and contracting personnel with bid analysis and contract negotiations.
* Upgraded on changing developments in estimating advances by reviewing technical literature, contact with contractors, visits to construction locations and attending professional and technical meetings.
* Identified design and constructability issues and analysis to determine constructability
* Acted as a connection between subcontractors, design team (architects, engineers, consultants), and client.
* Prepared structural calculations and details of structural elements for various materials.

**2010 – 2014 Assistant Engineer**

**Kerala Water Authority,** Kerala, India

**Job Responsibilities:**

* Assisted with planning, designing, estimating, approving, e-tendering, implementing and admitting different public water supply and health engineering projects.
* Ensured the timely completion of work by preparing Bar Bending Schedule (BBS).
* Supervised and ensured the timely submittal of shop drawings and materials based on the technical specification.
* Prepared accurate tender and contract documents and Bills of Quantities; checked the sub-contractor bill as per BOQ and work done.
* Oversaw and made decisions related to contract drawings and subcontract information.
* Assisted the Engineer with conducting technical classes on water supply projects and water quality.
* **Member of Society of Engineers**
* **Certificate Course in Quantity Surveying (QS)** from Ascent Education
* **FIDIC Training**

**2007 - 2010 Quantity Surveyor/ Estimation Engineer**

**Gayathi Contracting L.L.C,** Dubai, UAE

**Job Responsibilities:**

* Accountable for the preparation of detailed estimated for Pre-Engineered Buildings & Hot rolled Buildings.
* Studied the architects and engineers’ plans, identified the costs involved, and set an overall estimated budget for projects.
* Assumed responsibility for the preparation of tender and contract documents, including all survey and design.
* Reviewed estimates to ensure accuracy, completeness and compliance with defined scope of work.
* Prepared preliminary plan from affection plan based on municipality regulations (JAFZA - Sharjah & Dubai.)
* Prepared AutoCAD drawings for engineering department including roadway, utility, and profile.
* Maintained plan costs to help the design team stay within the project budget using practical solutions.
* Resolved disputes between clients, designers and building contractors in some projects.
* Prepared Payment Certificates/Sub-contractor Bills and Cost Documents (Cash Flow/Material Reconciliation/Cost Profit, etc.)

**Training & Memberships**



**1994 –2004 Site Engineer**

**Kerala State Nirmithi Kendra,** Kerala, India

**Job Responsibilities:**

* Prepared Bill of Quantities as per given drawings, bar bending schedule as well as tender documents.
* Managed parts of construction projects and oversaw building works.
* Undertook surveys, set out sites and organized facilities.
* Checked technical designs and drawings to ensure that they are followed correctly.
* Supervised contracted staff and ensured projects meet agreed specifications, budgets or timescales.
* Liaised with clients, subcontractors and other professional staff, especially quantity surveyors and the overall Project Manager.
* Liaised with quantity surveyors about the ordering and negotiating the price of materials.
* Served as a Technician in Materials Testing Laboratory; ensured that health and safety and sustainability policies and legislation are adhered accordingly.

**2004 – 2007 Structural Engineer**

**Al Kalbawi Engineering Consultant Kalba,** Sharjah, UAE

**Job Responsibilities:**

* Prepared detailed structural drawings and performed structural calculations for Residential & Commercial Buildings up to G+5.
* Determined the quantity and estimation of RCC and steel structures.
* Performed structural design and analysis calculations using governing codes and standards, engineering formulas, skills, and experience.
* Researched design options and documented findings for Project Lead Engineer.
* Used computer-assisted engineering and design software and equipment to prepare engineering design documents.
* Considered the strength of construction materials and selected appropriately.
* Monitored and inspected all work undertaken by contractors to ensure structural soundness

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