



# STEPHINA ASHOK J

## CONTACT

+973 37795090  
ammuzkashu@gmail.com

## PERSONAL DETAILS

Date Of Birth : 13 /02/1994  
Marital Status : Single  
Nationality : Indian  
Gender : Female

## COMPUTER SKILLS

Good Knowledge Over  
Microsoft Office Tools And  
Other Open Source  
Equivalents. Can Use The  
Internet And Computers For  
Office Use With Ease.

Autocad ( Revit, 3d Max), Dtp  
, Excel (2020-2021)

Dtp - 2018 - 2018  
Drishya Infotech,  
Karunagapally, Kerala

## LINGUISTICABILITY

	R	W	S
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	✓

## INTREST



## PROFILE

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning.

## EDUCATIONAL QUALIFICATION

Diploma - Civil Engineering -  
ISET Polytechnic Charumoodu,(2013-2016)

### Class X - 2010 - 2011

St.Marys Girls High school Kayamkulam.  
Kerala Board of public Examination

## WORK EXPERIENCE

CNS Construction - SITE SUPERVISOR  
Kayamkulam (2016-17)

ARATHY Consultancy Ochira.  
OFFICE STAFF 2018 - MARCH 2021

## ROLES & RESPONSIBILITY

- Managing projects from conception, pre-production through to completion.
- Providing technical support to the project team and wider regional teams.
- Responsible for overseeing the review, initiation and execution of contracts
- Overseeing the maintenance of projects after completion.
- Responsible for the completion of all documentation.
- Producing Test Plans and reports.
- Prepare contract documentation for procurement services and materials.
- Evaluating tenders and providing recommendations.
- Carrying out effective client liaison for all projects undertaken.

## KEY SKILL AND COMPETENCIES

- Experience of interpreting specifications and preparing technical proposals.
- Ability to multi-task in a demanding engineering environment.
- A strong track record in delivering projects on time and within budget.
- Able to ensure that all H&S procedures are met and maintained.

## PASSPORT DETAILS

Passport : T5002706

Date of issue : 09/04/2019

Date of expiry : 08/04/2029

Place of issue : Alappuzha

## STRENGTH

- Leadership
- Communications
- discipline
- Time management

## PROJECT REPORT

- Study on coir reinforced cement brick & roofing sheet with fly ash & glass powder

## SEMINAR REPORT

- Study on **GREEN CONCRETE**

## DECLARATION

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

Place : Bahrain

Date

**STEPHINA ASHOK J**