



# SAMEEHA SHAJI

(DUBAI, UAE)

## OPEN TO :

**CIVIL ENGINEER / HR / ADMIN /  
COORDINATOR ROLES**

## CONTACT

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+971582633986

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## SKILLS & STRENGTH

- Good Communication and Interpersonal skills
- The ability to work well as part of a team but also use own initiative
- Problem Solving skills
- Ability to remain calm under pressure and in emergency situations
- Good literacy and numeracy skills
- Confidence
- Flexibility

## WORK EXPERIENCE

- 2 Years' experience in Anandraj Infratech Pvt. Ltd as Site Engineer since 1<sup>st</sup> Aug 2019 to 31<sup>st</sup> July 2021.

## MAJOR JOB RESPONSIBILITIES:

- Ensuring that all the assigned work is completed on time.
- Responsible for planning scheduling conducting and coordinating the technical and management aspects of projects.
- Communicate with claims and their representatives including attending regular meetings to keep them informed of progress.
- Advised on cost effecting construction methods.
- Requesting for materials as per the work progress.
- Monitor progress and compile reports in project status.
- Manage budget and purchase materials.
- Comply with guidelines and regulations regarding permits, safety, etc.
- Deliver technical files and technical documentation as required
- Assess potential risks, materials and costs
- Conduct on-site investigation and analyze data
- Perform technical and feasibility studies and prepare plans that satisfy technical specifications.

## COMPUTER SKILLS

- C++,
- MS.OFFICE

## LANGUAGE SKILLS

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

## PERSONAL DETAILS

- Date of Birth : 06/09/1996
- Religion : Muslim
- Gender : Female
- Marital Status : Married
- Nationality : Indian

## ACADEMIC QUALIFICATION

- SSLC from Kerala Board of Public Examination-2013
- HSE from Kerala Higher Secondary Board -2015

## PROFESSIONAL QUALIFICATION

- Bachelor Degree in Civil Engineering  
College: UKFCE, Kollam.  
University: A.P.J Abdul Kalam Technological University(2015-2019)

## INTERNSHIPS AND INDUSTRIAL VISIT

- Visited the construction site of Kannur International Airport as a part of industrial visit.
- Visited water treatment plant at Wonderla, Kochi, Kerala
- Visited Hydroelectric Project at Idukki Arch Dam, Kerala
- Seven days internship at PWD Building Section, Attingal, Trivandrum.

## PASSPORT DETAILS

- Passport No. : V 4428604
- Date of Issue : 22/11/2021
- Date of Expiry: 21/11/2031
- Place of Issue : Trivandrum

## DECLARATION

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