



GREESHMA V

CIVIL ENGINEER

+971 58 107 2679

greeshmamuttom1998@gmail.com

www.linkedin.com/in/greeshma-v-929aa11a0

Dubai, UAE

Education

Bachelor In Civil Engineering
APJ Abdul Kalam University, Kerala
2016 - 2020

Expertise

- AutoCAD
- 3Ds MAX
- Revit Architecture
- Lumion & Photoshop
- MS Office(Word, Excel, Powerpoint)
- Outlook

Passport & Visa Details

- Passport No: V8078791
- Visa Status : Employment Visa
(Until Feb 28, 2025)

ABOUT ME

Accomplished Draftswoman cum Administration professional with extensive experience in interior and exterior renovation, computer-aided design, and project management. Proven track record in securing approvals from major authorities such as Emaar and Nakheel, and adept at generating detailed 2D and 3D schematics using AutoCAD and 3Ds Max. Demonstrated leadership qualities through managing drawing archives, coordinating with vendors, and overseeing social platform responses. Proficient in Microsoft Office Suite with a basic understanding of accounting. Career goal includes leveraging design sensibility to deliver high-quality projects that exceed client expectations.

EXPERIENCE

DRAFTSWOMAN CUM ADMINISTRATION

DEC 2022- Present

Smart Fit Technical Services LLC, Dubai

- Securing approvals from Emaar, Nakheel, Concordia and SAGA International.
- Drafting accurate quotations and bills of quantities, Receipt Voucher, Payment Voucher, Area Measurements, Job Card etc
- Generate detailed 2D and 3D schematics with Autocad and 3DsMax
- Reviewed and revised legacy drawings for refurbishment projects, updating designs to meet current standards and client needs.
- Adjusted drawings based on feedback from clients and construction teams, improving project outcomes and satisfaction.
- Managed drawing archives, keeping records up-to-date for easy access and compliance with industry standards.
- Monitors filing materials and office supplies and works with vendors to secure needed supplies, or reports when new purchases need to be made to purchasing officer.
- Handled responses on social platforms with oversight from owner

Skills summary

- Interior and exterior renovation
- Computer-Aided design
- Leadership qualities
- Project Management
- Design sensibility
- Attention to details
- Basic accounting understanding

Personal Details

- Nationality: Indian
- Date of Birth: 26-03-1998

Language

- English
- Hindi
- Malayalam
- Tamil

○ INTERNSHIP IN INTERIOR DESIGNING

JULY 2022 - NOV 2022

Nirmithi Interior Decoration LLC, Dubai

- Executed detailed room layouts through computer-aided design applications.
- Developed innovative interior design concepts to meet client specifications and aesthetic preferences.
- Coordinated installation schedules with contractors to ensure minimal disruption to clients.
- Managed project timelines and budgets, delivering high-quality designs within agreed constraints.

○ 3D VISUALIZER CUM INTERIOR DESIGNER

JAN 2021 - MAY 2022

D_maX 3D Design Studio, Haripad, Kerala

- Develop Designs, Layouts, and Design Calculation with Civil 3D, 3Ds Max, AutoCAD, Lumion, Photoshop
- Generate exterior outlooks for upcoming residential and commercial buildings on 3Ds Max to demonstrate a 3D model for clients
- Implemented sustainable design practices to minimize environmental impact and promote energy efficiency.
- Selected color schemes, flooring, and wall finishes that reflected clients' personalities and goals.

○ PUBLICATIONS

“Experimental Investigation of Concrete Using Seashell” (Project)

Published a paper entitled "Experimental Investigation of Concrete Using Seashell" in IJIRSET, Volume 9, Issue 7, July 2020

○ DECLARATION

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

GREESHMA V