

SREELEKSHMI S

sreelekshmi.co.in@gmail.com

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GENERAL INFORMATION

DATE OF BIRTH : 26-March-1994

LANGUAGES : English, Hindi, Malayalam,

MARITAL STATUS : Married

NATIONALITY : Indian

EDUCATION AND PROFESSIONAL STATUS

QUALIFICATION : B.Tech in Civil Engineering (2011-2015)

KEY SKILLS : CCS Candy
MS Projects
AutoCAD 2013
MS Office
Excellent fundamentals in structural Analysis
RCC Design and various codes

EXPERIENCE : I have Six years of experience in tendering & estimation, project execution, structural and architectural designing, technical coordination , Site coordination, Sub contractor coordination, preparation of schedule of works, Site Progress monitoring and a very good team player with good communication skills and always have interest towards challenging assignments, learning drawings and specifications, knowledge of international codes and standards.

EXPERIENCE RECORD

Company: BIOHOMES PROJECTS PRIVATE LIMITED, KOLLAM, KERALA, INDIA

Profile: Biohomes Projects Private Limited is committed to providing general contracting, construction management and design-build services in the construction field with unmatched quality

Duration: 06 June 2015 to till now

UAN No: 100938186428

CIN: U70100KL2011PTC028367, info@biohomes.org

Tel: 0474-2723044

Roles: Site Engineer (Jun-2015 to Jun-2016)

Project Engineer (Jun-2016 to December-2018)

Architectural Designer (Dec-2018 to Mar-2019)

Tendering & Estimator (Mar-2019 to Till now)

PROJECT ACCOMPLISHED & RESPONSIBILITIES

Project: Residential Apartment Project Vivior 18 Yards at Cutchery, Kerala

Role: Site Engineer (Jun 2015-Jun 2016), Project Engineer (Jun 2016-Jun2018)

Duration: June 2015 to June 2018

- Working as the Project Engineer with the Technical Team:
- Work includes, Project execution ,Site coordination, Sub contractor coordination, preparation of schedule of works, Site Progress monitoring
- Project features BF+GF+ 4 floors apartment with pile foundation of 36 m depth at Kollam district Kerala
- Design and drawings of the apartment and local authority permission
- Confirmation of the working drawings
- Preparation of pile bore log and pile load testing reports.
- Maintaining detailed record of Site progress, Sub contractor submissions and weekly and monthly planning.
- Preparation of detailed program bar chart using MS Projects.
- Auditing and inspection of records and works at each site.
- Billing and cost accounting.
- Quality inspection of works.
- Preparation of Cash flow charts.

Project: Commercial cum Apartment Project at Kureeppuzha, Kerala

Role: Project Engineer

Duration: June 2018 to December 2018

- Working as the Consulting Project Engineer with the Technical Team:
- Work includes, Design and Drawings of Commercial cum Apartment Project , Sub contractor coordination, preparation of schedule of works, Site Progress monitoring
- Maintaining detailed record of Site progress, Sub contractor submissions and weekly and monthly planning.
- Preparation of detailed program bar chart using MS Projects.
- Auditing and inspection of records and works at each site.
- Confirming the working drawings.

- Quality control of the Project.

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- Preparation of Running Account Bill (RA Bill) and Cost accounting.
 - Arranging Reconciliation Statement.
 - Preparation of Bar Bending Schedule as per the Structural Drawings.
 - Conducting and Evaluating Field test of materials.
 - Preparation of Test report.
 - Presentation of detailed Project report

Project: Apartment Project at Kureappuzha ,Kollam, Kerala

Role: Architectural Designer

Duration: December 2018 to March 2019

- The Project was GF+9 Floors Apartment
- Project handling is design and drawing of 10 Floor apartment with lower 2 floors parking
- Preparation of Architectural drawings, MEP drawings, working drawings of the project.
- Documentation of Local authority Permission
- Making the estimations for the project and checking the feasibility of the projects as per architectural drawings.
- Preparation of R.C.C layouts as per Architectural drawings.
- Preparation of Comparative statement, estimates and Bar bending Schedule
- Structural Inspection of Project
- Maintaining all the records of the project.
- Monitoring the quality control of works
- Preparation of Detailed Project Report
- Preparation of Running Account Bill (RA Bill) and Cost accounting.

Project: Major GOVT Projects (IIITMK Trivandrum, Industrial Building at KMML, Educational buildings under Kerala PWD,Nirmithi Kendra,KITCO)

Role: Tendering & Estimator

Duration: March 2019 to February 2021

- E tendering and Estimation of Government Projects.
- Selection of Tenders
- Preparation of Detailed Rate analysis as per Standards.
- Collection of supportive documents and uploading Technical Bid as per Tender Conditions.
- Preparation of Financial Bid(BOQ,BOM) as per Rate analysis
- Finalizing Project Rates and bidding.
- Preparation of detailed Project Schedule using CANDY.
- Quality control of quoted projects.
- Preparation of Working Drawings as per site conditions.
- Site Coordination and Planning of Works.
- Preparation of Running Account Bill (RA Bill) and Cost accounting.

ATTACHMENTS



OPP. GOVT. VOCATIONAL HIGHER SECONDARY SCHOOL,
THATTAMALA, KOLLAM. 691020
0474 2723044, 9895 052686
info@biohomes.org

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CORPORATE IDENTITY NUMBER : U70100KL2011PTC028367 ■
www.biohomes.org ■ GSTIN : 32AAECB5866C1ZY

Date 27.02.2021

CERTIFICATE

This is to certify that Ms.Sreelekshmi S, PuthiyaVeedu, Adinadu South, Kattilkadavu P.O, Karunagapally, Kollam has worked in this organisation as Project Engineer from 06.06.2015 to 27.02.2021.

Her duties involved execution of Civil Engineering works. She is very sincere, hard working and keen to learn further.

We wish her all success in her future endeavours and better opportunities of employment.

UAN No:100938186428



For BIOHOMES PROJECTS PRIVATE LIMITED

Arun M G

Managing Director



FACULTY OF ENGINEERING AND TECHNOLOGY

The Senate of the University of Kerala hereby makes known that **Sreelekshmi S.** has been admitted to the Degree of Bachelor of Technology under **Civil Engineering** Branch, she having been certified by duly appointed examiners to be qualified to receive the same and having been by them placed in the **First Class with Distinction** at the examination held in **April 2015**.

Given under the seal of the University

University Buildings

Thiruvananthapuram July 28, 2016



Vice Chancellor

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