

## JASEELA AP

QA/QC ENGINEER

Contact: +971524247775

✉ : [jaseelasaved7@gmail.com](mailto:jaseelasaved7@gmail.com)



Graduate in Civil Engineering with almost 4 years of proven track record in site management, designing, onsite Inspections, documentations and monitoring for residential, commercial and infrastructure projects, ensuring the safety as well as compliance of the work practice with codes. A sound communicator with work ethics, time management, task prioritization skills coupled with aptitude to focus on details and provide a pragmatic solution for effective project delivery.

### **Professional Experience**

Company	: CEETECH Builders and Constructions
Period	: May 2018 to May 2020
Designation	: QA/ QC Engineer

### **Job Responsibilities & Nature of work:**

- Responsible for handling project inspections as per the QC procedures and standards, monitoring daily site activities in coordination with the site execution team and ensure that all the works executed are as per contract code of standards and specifications.
- Responsible for preparation of Inspection Requests to Supervision Consultant with all the relevant attachments like approved drawings, activity checklists etc. as per the approved ITP.
- Responsible for preparation and submission of Materials Inspection Requests for the delivered materials.
- Responsible for maintaining QA/QC documents of the entire project like Submittal logs, Test certificates, Calibration certificates, Test results, Work Inspection requests, Materials Inspection Requests, Non-compliance reports/register and other QA/QC documents.
- Updating and keeping follow ups with the logs.
- Monitoring daily work progress and updating the same in the work progress tracker sheet, preparing daily logs and reports.
- Liaising with the consultant representative for submission and approval process of different documents like IR, MIR, MAR, MST, ITP, PQD etc.
- Check the conformity with quality control plan and obtain relevant documentation.
- Maintaining records on all the quality checks performed on site and ensuring proper data entry on to the system and documents control.
- Reports to QA/QC Manager.

Company	: Grama Panchayath office, Kannur, Kerala, India
Period	: March 2018 to May 2018
Designation	: Civil Engineer
Client	: Government of Kerala
Scope	: Design and Building of Government Civil Projects

### **Job Responsibilities & Nature of work:**

- Providing technical advice and solving problems on site.
- Managing construction projects.
- Overseeing building works.
- Checking technical designs and drawings to ensure that they are followed correctly.

- Preparing site reports and filling in the required paperworks.
- Maintaining of drawing registers.
- Ensuring minimum wastage of materials by monthly reconciliation of materials.
- Ensuring that health and safety and sustainability policies and legislation are adhered to.
- Liaising with management about ordering and pricing of materials

Company	: Block Development office, Kannur, Kerala, India
Period	: December 2014 to March 2018
Designation	: Civil Engineer
Client	: Government of India
Scope	: Design and Building of Government Civil Projects

### **Job Responsibilities & Nature of work:**

- Conducting onsite observation of construction in progress and producing site visit reports.
- Planning and preparing estimate and schedule of the project.
- Ensuring that the construction procedures are in alignment with the rules and regulations.
- Tracking, analysing and reporting project status.
- Procurement of materials to be used in construction.
- Coordinating with contractors in processing monthly reports to make sure that the schedule is in track and that all information is incorporated in the report.
- Preparation of final bills for executed works.

### **Professional Qualification**

#### **➤ B. Tech in Civil Engineering (2010-2014)**

- Graduated with first class and CGPA of 7.47 from Calicut University.

### **Software Proficiency**

- Proficient with STAAD Pro., SAP2000, ETABS
- AutoCAD
- Microsoft office (Word, Excel, PowerPoint, Outlook, Google docs etc.)

### **Personal Dossier**

Age & Date of Birth	: 30, 07-10-1991
Sex	: Female
Status	: Married
Language Known	: English, Hindi, Malayalam, Tamil
Nationality	: Indian
UAE Visa Status	: Available

### **Declaration**

I hereby assure that all the above details are true to my knowledge and I will work with full dedication and sincerity to bring prosperity for our concern.