

Thabassum S. (M. Tech) IIT Professional (Topper)



PRINCE2 Certified

Civil Engineer

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Visa Status : Resident Visa

Languages proficiency: English, Hindi & Urdu



EXECUTIVE SUMMARY: IIT Professional, topper of the institute, Experienced, Dedicated, enthusiastic and capable civil engineer with 8 years of experience, who has extensive experience in managing multiple construction projects. With a successful background in planning, directing and coordinating construction activities and quantities, more than able to not only meet but exceed the expectations. Always confident in bringing the same level of high performance. As a proven leader, able to maintain strict adherence to budgetary guidelines, quality and safety standards, cost estimates and can also adapt to frequent changes in priorities.

PROFESSIONAL SUMMARY:

- **Diligent civil engineer offering a proven record of success** leading all phases of project development starting from planning, construction, controlling and closing projects and the ability to manage multiple construction projects simultaneously with minimal supervision with a large team size, Onsite/office model with clients across multiple regions.
- **Expert in PRINCE2 project management methodologies.** Known for ability to present high- quality management designs that meet or exceed timeline and budgetary targets.
- **Proven ability** to build relationships with subcontractors, senior management and vendors.
- Provide **direction & leadership** with strong interpersonal skills for breakthrough Performance
- **Excellent communicator:** leverage technical, business and financial acumen to communicate effectively with client executives and their respective teams.
- Excellent goodwill building capabilities.
- **Site Management:** play a vital role on construction sites to make sure projects are completed in time – every time and within budget.
- **Quantity management:** Responsible for preparation of different bill of quantities including electrical works and structural works.

PROFESSIONAL EXPERIENCE:

- Worked as **Civil engineer** in Samarth Infra Engineering Pvt. Ltd., Hyderabad, Telangana, India from June, 2015 to January, 2020.
- Worked as **Civil Engineer** in Aarvee Associates Architects, Engineers & Consultants Pvt. Ltd, Hyderabad, Telangana, India from March, 2012 to May, 2015.

QUALIFICATION:

Education	University	CPI / %
M. Tech (Civil Engineering)	Indian Institute of Technology (IIT), Bombay, India.	9.70 / 10.00
B. Tech (Civil Engineering)	Nagarjuna University, Andhra Pradesh, India.	84.98%

CERTIFICATIONS:

- ✚ PRINCE2® Certified in Project Management issued by AXELOS-PeopleCert, UK with life time validity.
- ✚ Certificate on Road Safety & Audit from Indian Academy of Highway Engineers, MORTH, India.
- ✚ Certificate from CHODA LEADERSHIP CENTRE, Hyderabad as Qualified Auditor as per ISO: 9001:2008 and 19011:2011 for internal audit and ISO procedures.

MEMBERSHIP OF PROFESSIONALS SOCIETIES:

- ✓ Lifetime member of Indian Roads Congress (IRC) (Membership No: 41170)
- ✓ Lifetime member of Institution of Engineers (IEI) (Membership No: M-1557291)

AWARDS AND ACHIEVEMENTS:

- M. Tech Thesis “**GIS for Transit Route Information**” has been awarded as **Best Project** in Civil Engineering Department for the academic year 2003 in IIT Bombay, India.
- Secured Top rank and extraordinary grade (all branches) at M. Tech level.
- Secured University First Rank at B. Tech level.
- Secured All India Rank 138 in GATE Exam.

TECHNICAL PUBLICATIONS:

- Technical Paper titled “**Age factor in Truck Driver Behavioral Modeling – Indian conditions**”. Published in Indian Highways, Indian Roads Congress, Volume: 47, Number: 12, December-2019.
- Technical Paper titled “**Driving Experience of Truck Driver in Behavioral Modeling**”. Published in Science Direct, Elsevier, World Conference on Transport Research - WCTR 2019 Mumbai 26-31 May 2019.
- Technical Paper titled “**Road Side Interview (RSI) Technique for calculation of Traffic growth rates at Micro level**”. Published in Journal of Eastern Asia Society for Transportation Studies, Volume: 12, 556-564, 2017.
- Technical Paper titled “**Techniques for Forecasting Traffic Growth Rate**”. Published in Science Direct, Elsevier, World Conference on Transport Research - WCTR 2019 Mumbai 26-31 May 2019.

SOFTWARE SKILLS AND TOOLS:

- **Operating Systems:** Windows 2000/03/07/10
- **Transportation Planning Packages:** TRIPS, ALOGIT, TransCAD 3.2, PTV VISUM, XLSTAT
- **Economic Evaluation Package:** HDM – 4

- **Highway Design Packages:** Auto CAD, SoftDesk 8.0, IITPAVE, Kenlayer
- **Project Management:** MS Project, MS office suite

WORK HISTORY:

2018-2020 **THB Township Phase-II (37.60 Acres) at Pocharam Village near Hyderabad**
Project Value USD: 12.24 Million **THB, India** **Civil Engineer**

Responsibilities:

- Obtaining the necessary permits that will enable construction of a project to begin.
- Writing up gateway reports, progress reports, bid reports and issue reports.
- Managing civil or other contractors on site. Maintain records or work schedule and work done for Submission to Clients as required
- Reviewing structural surveys, structural reports and preplanning options.
- Carrying out daily site inspections.
- Appointing, managing, monitoring and controlling contractors. Preparing of Variation order including justification & supporting documents required.
- Controlling overall project budgets including consultants' fees.
- Leading a big team of technical staff and external consultants.
- Providing clients with strategic project advice.
- Preparing meeting minutes and documentation.
- Experienced at reading blueprints and construction drawings to plan materials, labor, time and cost estimates.
- Responsible for the generation of bid schedules and other related documents
- Delivery of bid document packages to vendors and subcontractors.
- Defining and developing project milestones, preparing project plans, quality assurance and quality control plan, configuration management, implementation and design revision plans.

2016-2018 **Industrial Bld cum Corporate Office for Pragati Art Printers (3,717 sq. m), Hyderabad**
Project Value USD: 3.35 Million **HUDA, India** **Civil engineer**

Responsibilities:

- Obtaining the necessary permits that will enable construction of a project to begin.
- Monitoring project status regularly and reported to management.
- Managing civil or other contractors on site.
- Reviewing structural surveys, structural reports and preplanning options.
- Carrying out daily site inspections.
- Appointing, managing, monitoring and controlling contractors.
- Controlling overall project budgets including consultants' fees.
- Leading a big team of technical staff and external consultants.
- Experienced at reading blueprints and construction drawings to plan materials, labor, time and cost estimates.
- Responsible for the generation of bid schedules and other related documents
- Delivery of bid document packages to vendors and subcontractors.
- Defining and developing project milestones, preparing project plans, quality assurance and quality control plan, configuration management, implementation and design revision plans.

4-laning of Solapur-Yedeshi section of NH-211 in the State of Maharashtra

NHAI, India

Civil Engineer

- Conducting project planning activities and managing the execution of project according to plan from Initiation to closing.
- Proactively identified changes in work scope and ensured appropriate planning measures are taken to reassess and amend the scope of work requirements, budget and timeline.
- Obtaining the necessary permits that will enable construction of a project to begin.
- Monitoring project status regularly and reported to management.
- Managing civil or other contractors on site.
- Reviewing structural surveys, structural reports and preplanning options.
- Appointing, managing, monitoring and controlling contractors.
- Leading a team of technical staff and external consultants.
- Experienced at reading blueprints and construction drawings to plan materials, labor, time and cost estimates.

Mumbai Urban Infrastructure Project (MUIP), Vashi, Mumbai

MMRDA, India

Civil Engineer

- Defining and developing project milestones, preparing project plans, quality plan, implementation and data handling techniques.
- Assisted in RFP, DPR, DER, Bid negotiations.
- Defined employee functions and kept individuals on task.
- Strong and demonstrated in building relationships with key stakeholders
- Performed highly proficient IT skills in Word, Excel, PowerPoint, and MS project.
- Provided detailed, concise and accurate project reporting and maintained comprehensive project documentation.

NHDP, India

Civil Engineer

- Defining and developing project milestones, preparing project plans, quality plan, implementation and data handling techniques.
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- Performed highly proficient IT skills in Word, Excel, PowerPoint, and MS project.
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NGRAPU, India

Civil Engineer

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