

Fathima Sherin
Jr. Estimation Engineer

Dubai, U.A.E.

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SYNOPSIS

Civil Engineering Graduate with 1 years' experience in Quantity Surveying of Infrastructure and Buildings works, wants to work in a challenging and demanding environment with a mutually rewarding experience and to serve a highly respected professional Institution which promotes professionalism & work for the betterment of the world community by adopting my experience and professional ethics.

EDUCATIONAL QUALIFICATION / OTHER TECHNICAL

- Bachelor of Engineering and Technology (B-Tech) in Civil Engineering from, MES College of Engineering, Kerala, India in 2013.
- Completed course on AutoCAD.
- Knowledge of Windows MS Excel, Word
- Basic knowledge in CCS and Planswift

ORGANISATIONAL EXPERIENCE

July 2013 – Aug 2014

Span Consultancy, India

Role: Jr. Quantity Surveyor

Nature of Duties:

- Receiving Enquiry, Study of drawings, specifications, prepare tender queries/correspondences to client, receive clarification, addendums etc.
- BOQ preparation & Pricing as a part of the tender submission.
- Quantity take off for Architectural and structural works.
- Analysis and Evaluation of Tender Packages.
- Preliminary budget preparation as a part of Cost Planning.
- Handling the Internal & external Correspondence.
- Follow up with the clients.

PERSONAL DETAILS

Date of Birth	:	April 11, 1991
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Visa Status	:	Residence
Languages	:	English, Malayalam, Tamil
Driving License	:	Holding a valid UAE Driving license

Declaration:

I hereby certify that all the above information supported herein is true and correct to the best of my knowledge and I assure you that if selected I will render my service to your utmost satisfaction.

Place: Dubai

Fathima Sherin