



CONTACTS



nsaidali786@gmail.com



00971 547188644

00971 527085154



Kerala, India

SKILLS

Document
controlling



Strong English
Typist



Drafting
Annotation



Civil Engineering &
Site handling



LANGUAGES

English



Malayalam



Hindi



SOFTWARES



MS Office



Auto Cad



SAIDALI NAZEER

[Civl Engineering & Quantity surveying Techl |

Qualified professional Passed out with high marks from central Education ministry of India. Demonstrated competencies in Civil engineering ,Quantity surveying ,Drafting, Document controlling , and customer service. Can perform multiple tasks independently, handle work pressure, meet deadlines, set job priorities and effectively organize assigned work functions with excellent communication, coordination, analytical, problem solving and interpersonal skills.

Baby John Memorial Government College Chavara, Kollam

**Guest Lecturer in Civil Engineering
(PROFESSION:TUTOR)**

- Skill Training Programme of NSDC Training Partner in Civil Engineering
- Surveyor Assesment Training Programme of NSDC Training Partner in Civil Engineering

Work History:

Baby John Memorial Government College is situated in Kollam in Kerala state of India. Established in 1981, it is accredited from Other, AICTE and it is affiliated to University of Kerala. BJMGC, Kollam offers 7 courses across 3 streams namely Arts, Science, Commerce and Banking and across 4 degrees like B.Com, BSc, BA, MSc.Hostel facility is not available for its students. Additional campus facilities such as Academic Zone, Canteen, Computer Lab, Convo. Hall, Mess, Library, Cls. Room, Grounds, post off., Residential Institute are also there.

The v institute private ITI

- Advaned Diploma in Quantity Survey with Theory and Practical Training @ V Institute
- Professionalist in AutoCAD and Product Design Using Fusion
- Advanced Skills in MS Excel and Word

Work Experience

- * Worked as a Storekeeper in Wedstar Textiles, Kollam, Kerala, India for 1 year.

Personal Details

DOB: 14 August 1998

Nationality: Indian Status: Single

Passport no: R9024171

ACHIEVEMENTS

- UKAS certification
- NSDC certification
- Document Controller
- Strong fluence in English And Typist
- Strict compliance to set policies
- Keeps strict confidentiality of records
- Team Player-Adaptable- Reliable
- Auto Cad official licensed
- GIS CAD Software
- Office IT work
- HR Program work
- Social Media Marketting
- Adept in Windows, Linux, MS Office Suite, Internet and E-mail applications.

CERTIFICATIONS

- Certified for **Autocad** Software,Cannada India)
- Certified Professional for **MS Office-Excel, Word, Power Point** (Hi-Tech, India)

ACADEMIC QUALIFICATION

- **Diploma in Quantity Survey(UKAS) | 2018**
The 'V' (PVT.) Industrial Training Institute. Affiliated to the National Council for Vocational Trades, Ministry of Labour & Employment, Government of India
- **Civil Engineering(NSDC) | 2017**
Baby John Memorial Government College Chavara, Kollam
- **Kerala Secondary School Leaving Certificate | 2014**

EDUCATION

Plus two Commerce	2016
Secondary school leaving certificate	2014

PERSONAL INFO

Visa Status	Visit Visa	Languages	English, Malayalam, Hindi,
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Driving License	INDIAN Valid
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DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief

Place: Kollam,Kerala

17 September2020

SAIDALI NAZEER