



Salma S
Civil Engineer

Email:

salma.shamsudeen29@gmail.com

**PERSONAL
INFORMATION:**

Nationality: India

Marital Status: Married

Sex: Female

Languages: English, Tamil
and Malayalam

Passport Number:
Z6129464

Visa Status: Residence
visa valid till October 2023

KEY SKILLS:

Communication

Leadership

Project Management

Problem solving skills

Ability to work deadlines

INTEREST:

Procurement

Project Management

Project Operation

Project estimation

Document controller

**PROFESSIONAL
SKILL:**

Auto-cad

Microsoft Office

Microsoft Project
management

OBJECTIVE

Seeking to gain a position as a civil engineer in a growth-oriented company in the field of construction and consulting which trust me with responsibilities and challenges to fully utilize my skills for the success of the organization.

QUALIFICATION

Civil Engineering, Bachelor's degree with Distinction.

Name of Institution: MES Institute of Technology and Management,
Kollam Kerala

Duration (2016 -2020)

PROFESSIONAL EXPERIENCE

Civil Engineer

2020 – 2021

Neo Builders Kollam, Kerala

The entity is a leading construction firm in Kerala.

Key Responsibilities:

- Visiting and supervising the construction on the site and ensuring that all the guidelines are followed.
- Supervising steel work on slab, beam, and column.
- Maintaining office work which includes billing, estimation, report preparing.
- Arranging materials and reconciliation.
- Making daily employees and progress report.
- Preparing daily timesheet.
- Preparing documents for getting government bodies approval.
- Arranging material as per the site requirement and approved schedule.
- Document Controlling.
- Preparing Presentation Drawings in AutoCAD.
- Preparing drawings of Plan, Section and Elevation from tender Drawings.
- Prepare data and information for making regular report data analysis.
- Verify implement correct materials are utilized for the works carried out.
- Assist the PM in the drafting and issuance of project proposals, cash flows and preliminary schedules
- Ability to work in a team environment and on own initiative.

DECLARATION

I hereby declare that the above information given about me is correct and true to the best of my knowledge.