**CURRICULUM VITAE**

**NIKITHA K SUKUMARAN**

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**Permanent Address:-**

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**Career Objective**

* To achieve a position which gives me opportunities to assimilate knowledge while contributing towards the advancement of the organization. To effectively cater to the commitments reposed on me and to utilize my skills and abilities effectively that offers professional growth while being resourceful, innovative and flexible.
* Self-motivated, able to work under pressure, and sincere in carrying out my assignments with own initiative, offering great potential for professional growth and achievement.

**SYNOPSIS**

**Key Skills:**

**Planning Quantity Survey Estimation Execution Designing**

**Contracts Management**

* Preparation of Bill of Quantities
* Construction Schedules/ Programs by MS Project
* Preparation of monthly Invoices
* Valuation of Sub-Contractors bills
* Monitoring the progress
* Material Reconciliations.

**Executive Summary**

* Currently working in Dream way PADIKKALA CONSTRUCTION as site engineer.
* Overall **6month of** experience in Construction Industry.
* **B.Tech** in Civil Engineering (Affiliated with Mahatma Gandhi University)
* **Experience in Auto Cad, MS- Project.**
* **3 Ds MAX exterior Design.**

**Job Profile and Responsibilities**

1. Preparation of Weekly Sub Contractor Bills.
2. Taking Quantities and arranging the materials to execute the work.
3. Evaluation of quantities and planning the resource combine of theoretical and practical.
4. Preparation of Variation Claims, Additional Claims and Assisting with Arbitration Claims.
5. Preparation of Zero Cost, Budget, Monthly Invoicing for Clients and Sub Contractor evaluation.
6. **Co-ordination Works:-**
   * Co – ordination between Clients and other Site Staff.
   * Co – ordination with other departments like Mechanical, Electrical, Fire fighting, HVAC to force the Civil works and give access to others.

**Previous Employer Details and Major Projects Handled**

Jobs Involved & Responsibilities Taken Over:

* Worked as Civil Engineer from July 2011 to Jan 2012
* Quantity Surveying and Preparation of Drawings for Municipality Approvals.
* Estimation and Costing.
* Looked after all site activities
* Arrangement of materials according to the requirement.

**Educational Qualification**

**B.TECH IN CIVIL Engineering (4 years)**

**(AFFILIATED TO MAHATAMA GANDHI UNIVERSITY, ERNAKULAM, KERALA, INDIA)**

* **B.TECH** in Civil Engineering from **SCMS** school of Engineering and Technology, Ernakulum, Kerala
* Percentage – 62%
* Year of Passing – 2011
* **PLUS TWO** passed from **S H C G H S S CHALAKUDY,Thrissur**, Kerala
* Percentage – 75%
* Year of Passing – 2007
* **SSLC** passed from **S H C G H S S CHALAKUDY,Thrissur**, Kerala.
* Percentage – 80.5%
* Year of Passing – 2005

**Additional Qualification**

* Experience in Auto Cad, 3Ds Max
* Experience in MS Office, MS Project
* Experience in C,C++

**Field of Interests**

* Estimation & Costing
* Planning & Billing
* Tendering & Quantity Surveying
* Cost Contolling.
* Site supervising.

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| **Personal Information**  Name : NIKITHA K SUKUMARAN  Father’s Name : K N SUKUMARAN  Date of Birth : 29-07-1989  Sex : Female  Nationality : Indian  Marital Status : Single.  Passport No : J6643533  Languages Known : English, Hindi.Tamil and Malayalam  Mobile No. : +91- 9605871360.  **Declaration**  I hereby declare that all the above mentioned statements are true to the best of my knowledge and belief. |

**NIKITHA K SUKUMARAN**

