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SANTHADEVI RAJAGOPAL

**Present Address**

**Dubai, UAE.**

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**CAREER OBJECTIVE**

Aim to be placed in an esteemed and progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be a part of team that dynamically works towards growth of organization.

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**AREAS OF SPECIAL COMPETENCE**

- Computer Literate/ AutoCAD 2008-2017/ MS Office.
- Proficiency in handling computer with medium level expertise in MS office
- Ability to coordinate with vendors/ Contractors/ Sub-contractors.
- Ability to coordinate with consultants from various disciplines and Owner/Clients.
- Good time management and expertise in managing multiple assignments simultaneously organizational skills.
- Quick learner and strong ability to gather information from various sources.
- Able to read blueprints sketches construction drawings etc. in order to plan time, materials, plant, labor and costs estimates.

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**ACADEMIC QUALIFICATION:**

- Bachelor of Engineering, Civil engineering ( CGPA – 7.45 )
- Anna University – Tamilnadu, India (2013-2017)

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**PROFESSIONAL WORK EXPERIENCE**

Company : **Sri Construction (September 2017 – December 2017)**

Position : Assistant Civil Engineer

Location : Tamilnadu, INDIA.

### ***Specific Duties and Responsibilities:***

- Preparing Quotation and Bill of quantity.
- Preparation of Revised BOQ's, Variations and Additional works carried out on site.
- Manage pending invoice file by working with accounts payable on pricing issues.
- Maintain vendor maintenance file- setup all new vendors for all locations including Corporate.
- Coordinating with Site team and Store for Material procurement.
- Keeping the record of all necessary drawings & documents.

Company : **Imdad Engineering and Contracting LLC (January 2018 – Present)**

Position : Quantity Surveyor (Roads and Infrastructure)

Location : Dubai, UAE.

### ***Project Highlights:***

- Company : ASCON ROAD CONSTRUCTION  
Project : **R108 -Footpaths in Al Wasl Area**
- Company : KIER DUBAI LLC  
Project : **Al Barsha South Residential 1 & 2 Paving Works**
- Company : AL NUAMI GROUP LLC  
Project : **Airport Road at Fujairah ( Phase 1 & 2 )**
- Company : AL NUAMI GROUP LLC  
Project : **Internal Roads at Thouban - Fujairah**

### ***Specific Duties and Responsibilities:***

- Estimation and Preparing Quotation and Bill of quantity for the new projects.
- Tracking the Project with respect to the schedule and taking advance action to prevent further delay.
- Keeping the record of all necessary drawings & documents.
- Preparation of Revised BOQ's, Variations and Additional works carried out on site.
- Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project.
- Prepare and maintain a directory of suppliers, contractors and subcontractors.
- Maintain relationships with sub-contractors and clients

## **SOFTWARE PROFICIENCY:**

**Computer Known Languages** : AUTO CAD (2008 – 2017)  
MS office (Excel, Word, PPT etc)

## **EXTRA – CURRICULAR ACTIVITIES / NON TECHNICAL EVENTS**

- Best project award from FACECON in state level conference.
- Runner up in city level essay competition.
- Third in State level Yoga competition.

## **PERSONAL PROFILE:**

Date of Birth : 23<sup>rd</sup> May, 1996  
Marital Status : Married  
Languages Known : Tamil and English.  
Nationality : Indian  
Passport No. : R0086215  
Visa Status : Residence visa

## **DECLARATION:**

I hereby declare that the information furnish above is true to the best of my knowledge. And I am keenly looking for an opportunity, which is in tune to my expectations and puts me on the right platform to prove my credentials.

**SANTHADEVLR**