

Salma Mohammed Sabir

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Career Objective:

Seeking a challenging position to utilize my knowledge, skills and abilities that offer personal and professional growth while being resourceful, innovative and flexible.

Executive Digest

- ❖ Strong ability to provide technical support to Civil, Structural and Cost Engineering expertise for the issues rises during planning and execution stages.
- ❖ Capable to adopt new techniques, methods and innovative ideas to derive suitable solutions to issues.
- ❖ Proficient in handling site operations and quality services.
- ❖ Strong influencing skills and ability to lead a team towards achieving strategic objectives.
- ❖ An effective communicator with excellent relationship management skills and strong problem solving & organizational abilities.
- ❖ Run appropriate what-if scenarios and option analysis

Work Experience

1. Rad International Road Construction L.L.C, Dubai

Period : June 2016- May 2018

Position Held : Assistant Office Engineer

Duties And Responsibilities

- Planning and scheduling the Project.
- Responsible for managing all project cost from pitch to completion.
- Preparing tender and contract documents.
- Inviting and selecting the tenders for the project and preparing work order.
- Coordinating and Monitoring of a team of contractors and supervisors to execute the works to site.
- Supervision and execution of work to the site as per the approved drawings and site conditions.
- Study of Contract document i.e., Drawings, Surveying, Specification, B.O.Q etc., to ascertain the scope of contract.

- Co-ordination of all Site works according to drawings and contract specifications.
- Frequent visit to the site for assuring examining the Quality and Progress of work executed.
- Preparation of Re-Measured Quantities from Construction Drawings.

2. PKR Constructions, Cochin, Kerala, India

Period : May 2015 -February 2016

Position Held : Civil Engineer

- Planning and scheduling the Project.
- Responsible for managing all project cost from pitch to completion.
- Preparing tender and contract documents.
- Inviting and selecting the tenders for the project and preparing work order.
- Coordinating and Monitoring of a team of contractors and supervisors to execute the works to site.
- Supervision and execution of work to the site as per the approved drawings and site conditions.
- Study of Contract document i.e., Drawings, Surveying, Specification, B.O.Q etc., to ascertain the scope of contract.
- Co-ordination of all Site works according to drawings and contract specifications.
- Frequent visit to the site for assuring examining the Quality and Progress of work executed.
- Preparation of shop drawings
- Preparation of Re-Measured Quantities from Construction Drawings.

Major Project Handled

- 🏠 Veneziano Luxury villa project, koonammavu, Cochin, Kerala, India
- 🏠 River Valley Project for Villa Construction, Kakanad, Cochin, Kerala, India

Academic Projects Handled

- 🏠 Maternity block in taluk hospital, taliparamba, Kerala, India (B-Tech)

Educational Qualification:

- 🏠 Bachelor of Technology (B-Tech) in Civil Engineering from Cochin University of Science & Technology (CUSAT), Kerala, India (2011-2015)

Seminar

Shielding piles from downdrag in a consolidating ground (B-Tech)

Computer Skills

Auto CAD and MS Office.

Personal Profile

Nationality : Indian
Date of birth : 02-09-1994
Languages known : English, Hindi, Malayalam, Tamil.
Passport No : N 5007344
Visa Status : Husband Visa
Address in India : Srambikkal (H), Mathilakam P.O,
Thrissur (DT), Kerala, India – 680 685

DECLARATION

I hereby declare that the above said informations are true and correct to the best of my knowledge and belief.

Place :
Date :

SALMA MOHAMMED SABIR