

# Anand Thomas



Available Immediately

## Personal details

- **Date of Birth:** 13-Oct-1990
- **Hobbies:** Fitness & Sports
- **Languages:** Proficient in English, Malayalam and Hindi

## Key strengths

- Impeccable people management skills including client and work force management
- Effective verbal and written communication skills
- Extremely motivated and a very quick learner
- Ability to work under pressure
- Very good knowledge of key software – AUTOCAD/ Revit Architecture/ MS Excel

## Higher Education info

- **B-Tech ( Civil Engineering)**  
Thejus Engineering College  
Year of completion: 2014
- **Diploma in Civil Engineering**  
Maharajas Technological Institute  
Year of completion: 2010

## Objective

To make a career in an organization of repute, that will provide me an opportunity to demonstrate my scholastic accomplishments and in turn offer impetus for growth and learning in the field of Civil Engineering

## Work experience – Total of 5+ years

April 2017 –  
January 2019  
(22months)

**Vadakkakkad  
Grama Panchayath**

**Organization: Grama Panchayath –**  
(Vadakkakkad -Thrissur Dist. - Kerala state)

**Designation:** Engineer

**Key responsibilities:**

- **Tender Management** – Scoping of tasks including preparation of detailed statement of work and evaluation of tender bids
- **Invoice validation** – Verification of completed tasks vis-à-vis contracted tasks to ensure accuracy of bill presented and validation of subsequent payments to the contractor

February 2016 –  
March 2017  
(13 months)

**Revive  
Construction  
Company**

**Organization: Revive Construction Company**  
(Trivandrum – Kerala State)

**Designation:** Quantity Surveyor

**Key responsibilities:**

- **Project material estimation** – Prepare detailed estimation of raw materials required to complete a given project basis scope and project blueprint
- **Supervisor** – Perform quality assurance of the completed tasks to ensure alignment with desired output

August 2014 –  
November 2015  
(15 months)

**K M Elias  
Constructions Pvt.  
Ltd**

**Organization: K M Elias Constructions Pvt. Ltd**  
(Cochin – Kerala State)

**Designation:** Site in charge

**Key responsibilities:**

Winner of 'Best  
site Accountant'  
award

- **Site inspection and Labour management** : End to end management of construction site including quality of work and labour management
- **Work documentation:** Maintenance of all key document registers including stock consumption, daily wages, daily statement of work report etc.