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## NELLI KATYAYINI

### Present Address

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### Permanent Address:

Hyderabad, INDIA  
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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.

## AREAS OF SPECIAL COMPETENCE

- Computer Literate/ AutoCAD 2008-2017/ MS Office/ Photoshop.
- Well versed in obtaining bids from suppliers and negotiating prices
- Ability to coordinate with well 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.
- Proficiency in handling computer with high level expertise in MS office.
- Quick learner and strong ability to gather information from various sources.

## ACADEMIC QUALIFICATION:

- Master of Technology, Geotechnical Engineering (pursuing) - Jawaharlal Nehru Technological University Hyderabad
- Bachelor of Technology, Civil engineering (2013) - DRK engineering & Technology, Hyderabad
- Intermediate in Mathematics, Biology, Physics & Chemistry (2009) - K V Gachibowli.
- C.B.S.E (2007) - KV MG Railway Colony Bangalore

## CORE PROFESSIONAL QUALIFICATION

- Wealth of experience in estimation cost for Road projects.
- Consultant with vendor's client's personal project managers and supervisors and management to establish costs and resolve issues.
- Perform studies for the development of labor, plant and materials.
- Capable of assessing product and project cost effectiveness.
- Tracking of actual costs in relation to bids through project development.
- Able to read blueprints sketches construction drawings etc. in order to plan time materials, plant, labor and costs estimates.
- Acquired the site experience with quantity surveying skills, commercial acumen and a mind capable of financial analysis.

## PROFESSIONAL WORK EXPERIENCE

*Company:* **Imdad Engineering and Contracting LLC (December 2015 – Present)**  
*Position:* Estimation Engineer cum QS (*Roads and Infrastructure, Villa's & High Rise Buildings*)  
*Location:* Dubai, UAE.

### *Project Highlights:*

**Jumeirah Open Beach – LA MER, Dubai**  
**Port De La Mer, Dubai**  
**Infrastructure Works for Phase 1 – Dubai Parks, Dubai**  
**Dubai World Trade Centre Phase 1 A2, Dubai**  
**Dubai Parks & Resorts RD&E, Dubai**  
**River Parks & Resorts RD&E, Dubai**  
**University of Dubai, Dubai**  
**Upgrading of Golf Irrigation Pump Waterline & Buggy Path, Dubai**  
**Deira Car Park, Dubai**  
**G+8 Apartment Phase 1 & Phase 1 Villa's, Dubai**  
**Mohammed Bin Rashid Al Moktham City District One, Dubai**  
**Dubai Sports City - Underground Chilled Water Network, Dubai**  
**Construction of Internal Roads – Thouban & Hania, Fujairah**  
**Airport Road at Fujairah Phase 2, Fujairah**  
**Construction of New Road, Al Qurraya**  
**Expo 2020 (sustainability, opportunity & mobility), Dubai**  
**G+M+1 Logistics, Dubai**  
**Showka Dam Area (New Junction Arrangements), Ras Al Khaimah**  
**The Tower, Dubai**

### *Specific Duties and Responsibilities:*

- Estimation and Preparing Quotation and Bill of quantity for the new projects.
- Preparing Subcontractor Running Account bill for entire project and reconciling it month wise with respect to sales.
- Preparing Schedule for weekly and monthly basis for easy execution of the job.
- Planning for Resources at the start of month for the works to be expedited.
- Tracking the Project with respect to the schedule and taking advance action to prevent further delay.
- Coordinating with Site team and Store for Material procurement.
- Keeping the record of all necessary drawings & documents.
- Customer interaction on weekly meetings.
- Discussing with the higher management regarding rough estimation of budget for the received design.
- 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
- Formulate cost break down from estimates and for project progress.
- Visit site and record information about access, drainage and availability of services such as water and electricity.

*Company:* **Sai Infrastructure and Company (August 2013 – Oct 2015)**  
*Position:* Estimation Engineer cum Quantity Surveyor, (*Villa's & High Raised Buildings*)  
*Location:* Hyderabad, Telangana, India.

**Project Highlights:**

**B 2 Residential Building**, Gachibowli, Telangana  
**G 5 Residential Building**, Gachibowli, Telangana

**Specific Duties and Responsibilities:**

- Interact with the client & ensure the technical specifications.
- Preparing of detailed Bill of Quantities as per the Client Requirement.
- Communicating with the sub-contractors to retain the prices.
- Maintaining precise documentation of all the involved processes.
- Assisted the construction estimator in preparing various reports.

**SOFTWARE PROFICIENCY:**

**Computer Known Languages** : AUTO CAD (2008 – 2017)  
Civil 3D  
MS office (Excel, Word, PPT etc)

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

- First prize winner in Chess and Shot-put at College level.
- Participated and won certificates for Basketball, Throw ball, Kabaddi, Shot put.
- Successfully completed Tiritiya Sopan testing camp conducted by The Bharat Scouts and Guides.
- Organized and managed 'ILLUMINATI - National Level Techno.

**PERSONAL PROFILE:**

- Date of Birth : 8<sup>th</sup> April, 1992
- Marital Status : Single
- Languages Known : English, Hindi, and Telugu.
- Nationality : Indian
- Passport No. : N3204002 (21.09.2015 - 20.09.2025)
- Visa Status : Employment Visa (07.05.2016 – 06.05.2018)
- Skype ID : nelli.katyayini

**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.

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