**RESUME**

**M . Keerthana**

H.No: 7-32, Police colony,

B.Thandrapadu,

Kurnool Dist - 518007

E-mail: keerthanak695@gmail.com Mobile: +91 9985367343

**CAREER OBJECTIVE:**

To seek challenging assignment and responsibility with an opportunity for growth and career advancement as a successfully achievement.

**EDUCATION:**

* B. Tech in Electronics and communication Engineering from JNTUA university, kurnool , in 2013
* Intermediate in Science & Maths Stream from C.V.RAMAN JR COLLEGE, kurnool, in 2009
* 10th std.A.P.S.W.R residential school, Kurnool in 2007 with Percentage of

EXPERIENCE:

JOB PROFILE:

FIRM: M/S SAI BALAJI INFRA INDIA PVT LTD, HYDERABAD.

DESIGNATION: ELECTRICAL TENDERING ENGINEER

WORK PERIOD: APRIL 2015 to Till date.

NATURE OF JOB: PREPARING TENDER AND ESTIMATION COST FOR ALL ITEMS

JOB RESPONSIBILITIES:

* Prepare purchase specifications and vendor quotation
* Liaise with customers, vendors and regulatory bodies on engineering design.
* Receiving offers for various supply materials.
* Preparation of cost sheet for the finalized BOM.
* Submission of offer along with terms and conditions to client after management approval.
* Preparing control budget for supply materials & erection works getting approval.
* Preparation of project schedule and submitting to client for approval.

PARTICIPATION IN MAJOR PROJECTS:

* MAHINDAR LIFE SPACE DEVELOPERS(Hyderabad) internal and external electrical works
* TATA PROJECTS
* INDIABULLS(Mumbai)
* BRIGADE(Hyderabad)
* PALLADIUM CONSTRUCTIONS(Banglore)

**TECHNICAL SKILLS:**

**SOFTWARE KNOWLEDGE:** MS Office

**Operating systems** : Windows 98, 2000/ XP

**Design software** : AUTOCAD,

**PERSONAL DETAILS:**

Father’s Name : M . Prabhakar Rao

Date of Birth : 10th June , 1992

Sex : Female

Marital Status : spinster

Languages Known : Telugu, Hindi, and English

Permanent Address : H.No: 7-32 Police colony, B.Thandrapadu, Kurnool Dist

Nationality : Indian

Hobbies : Playing caroms, , Listening Music.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Hyderabad.

Date:

SIGNATURE



(M . Keerthana)