



RAJESH.P

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SKILLS

- Estimation
- Quantification
- Numeracy
- Microsoft Excel
- Microsoft Office
- Entrepreneurship
- Project management
- Team player
- Scheduling/Planning
- AutoCAD
- Problem-solving
- Self-motivated
- Budgeting

CERTIFICATIONS/ACHIEVEMENTS

1. Licensed Supervisor-B by The Director of Municipal Administration Kerala Government

EDUCATION

1. Diploma in civil engineering (3 year) (2011-2014)
State Board of Technical Education (Government of Kerala, India)
2. VHSE-Civil Engineering (2 year) (2009-2011)
Kerala Board of Vocation Higher Secondary Examinations (Gov. of Kerala, India)

PROFESSIONAL SUMMARY

Diploma civil engineer with more than 6 years' experience in Quantity survey, estimation, Levelling, planning, and site execution etc. with Contractor / Consultant Buildings & Infrastructure projects.

WORK HISTORY

February 2022 – Current : Currently working as Site Engineer in smart vision
Site Engineer in smart vision technical services LLC at Ruwi, Oman for
technical services LLC at Ruwi, Oman for Renovation & multi-level car parking project for
Oman Ministry of transportation, Oman

- Site execution as per final approved drawing,
- Reviewing construction plan and preparing quantity requirements.
- Taking site Measurements such as Block works, gypsum partition, False ceiling, glass Partition, Painting, Carpet, Tile works etc and recording in excel format & making part payment periodically for subcontractors based on site measurement.
- Reviewing quotations from sub-contractors and finalise the contractor.

February 2019 – February2022 : 3 years working as Site Engineer, Quantity surveyor and Estimation works for Government Contractors in Kerala for tender purpose.

Site Engineer &Quantity surveyor for government contractors in Kerala

- Prepare the estimate as per plan and specification in Microsoft Excel.
- Quantification and calculate requirements of building materials & shuttering materials.
- Finalise subcontractors within budget.
- Cost controlling and management of site expenditure.
- Prepare the variation based BOQ and contracts.
- Analysis the rate of works as per PWD schedule of rates
- Preparing contractor RA bills with material reconciliation such as cement, steel, etc
- Prepare the estimation of missing items in BOQ and rate analysis as per PWD schedule of rates etc.
- Site Visit for preliminary inspection and prepare tender documents.
- Prepare estimate and other works related to submission of tender.
- Submitting tender documents through online for E-tenders in Kerala
- Taking measurements from site and prepare Measurement book.
- Site inspection and ensure all works as per drawing and CPWD Standards.

Feb 2017 - Sep 2018
Site Engineer cum Site quantity
surveyor in Fann Al bina
contracting LLC. Oman

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- 1 year and 7 months Experience as a Site Engineer cum Site quantity surveyor in Fann Al bina contracting LLC. Oman at Al Suwaiq -20 CLASSROOM GIRLS BASIC EDUCATION SCHOOL PROJECT.
- Site execution as per architect design specification with sub-contractor
 - Calculating concrete quantity and order RMC and concreting the structure and manage the labours.
 - Calculation of quantities such as brick work, plastering, tile work, painting etc. and make sub-contractors bill and submit to office.
 - Taking levelling and understand the site condition (cutting and filling) by using Dumpy level.
 - Cost controlling and management at site
 - Subcontract management.
 - Quantity take off and rise the material requisition for execution.
 - Taking some initial level and submit to consultant for making shop drawing if any change in approved drawings.
 - Supervise the site ensure plumb, level and alignment of columns, masonry, slab etc.
 - Checking of tile work, plastering work, Painting work, steel work etc.
 - Managing the labours and prepare labour bills.
 - Prepare or calculate manpower requirement rise the request.
 - Prepare site schedule for achieving milestones.
 - Overseeing the labours to ensure work as per norms etc.
 - Managing the site petty cash etc.
 - Prepare Monthly progress report of site and submit to consultant & Ministry of education.
 - Prepare Daily progress report and submit to consultant.
 - Supervising concrete cube making and slump making.

- Maintain Construction Documents - MAS(material approved sheet), Test reports (Soil compaction test, Compressive strength of concrete cubes etc),Approved Shop drawings, Revised shop drawings, Minutes of meeting, Measurement sheets, Tender documents, Sub contractors payment details, Quotation, Interim bills etc.
- Understand MAS (material approved sheet) Rise the Material request to Store.

Sep 2015 - Jan 2017

Site supervisor in KINFRA (Kerala State Industrial Infrastructure Development Corporation)

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1 year 4 months experience as site supervisor in KINFRA at Textile Park Palakkad. Report to Manager (Technical).

- Assist the manager for tender such as taking quantity, checking the rates etc.
- Review the BOQ, check BOQ rates with DSR (Delhi schedule of rates by CPWD) and PWD schedule of rates ensure rates if any discrepancy in form the manager.
- Take the quantities of all works from drawing (Using Microsoft excel and Auto CAD) and compare with BOQ.
- Taking measurements from site and prepare Measurement books and sub- contractor bill.
- Site inspection and ensure all works as per drawing.
- Check the reinforcement, cover and shuttering alignment before concreting.
- Ensure sub-contractor using approved materials and workmanship as per specification.
- If any discrepancy in work deduct subcontract bill as per contact terms and conditions.

June 2014 - Sep 2015

Supervisor villa project (site execution)

1 year and 3 Months experience in a villa project (site execution) at Palakkad as a supervisor.

- Execute the work as per drawing & specification.
- Supervise the site ensure plumb, level and alignment of columns and masonry.
- Calculate quantities such as RCC (concrete and steel), brick work, RR masonry, Plastering, painting, etc for billing and procurement.
- Managing the labours and prepare labour bills.
- Quality controlling (concreting as per mix design etc).
- Discuss with Architect for any changes in design and plan.
- Quantity survey and calculate requirements of building materials