

BIRAJ THAPA

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OBJECTIVE

Motivated and detail-oriented Civil Engineering graduate with a completed diploma in Engineering Business and Safety Management. Eager to apply my field experience, estimating skills, and project coordination abilities to contribute to civil construction projects within a dynamic, safety-driven organization.

SKILLS & QUALIFICATIONS

- Proficient in AutoCAD, Civil 3D, ETABS, and Microsoft Office; skilled in preparing technical drawings, estimates, and reports
- Strong leadership experience managing teams, coordinating schedules, and overseeing workflow in construction and production settings
- Excellent verbal and written communication skills; experienced in client coordination, conflict resolution, and cross-functional collaboration
- Knowledgeable in health and safety practices with WHMIS certification and a focus on quality control and safe worksite management

EDUCATION

Engineering Business and Safety Management

Jan 2024 - Aug 2025

Confederation College

Relevant Coursework: (Occupational Health and Safety, Project Management, Applied Operations Management, Data Management and Quality Control)

Bachelor's in Civil Engineering

2018 - 2023

Kathmandu University

Relevant Coursework: (Structural Analysis and Design, Construction Planning and Management, Building Materials and Construction Technology, Transportation Engineering)

EXPERIENCE

Assistant Production Manager

Print Pros Plus (March 2025 – Present)

- Led production operations by managing schedules, staff, and resources to meet quality standards and maximize profitability.
- Oversaw daily workflow and resolved operational issues, ensuring consistent output and service excellence.
- Collaborated with cross-functional teams and provided strategic input to improve efficiency, reduce costs, and align with business goals.
- Contributed to daily production scheduling and job costing, aligning operational goals with budget constraints.

Civil Engineer

Nawadurga Construction (May 2023 - Dec 2023)

- Supervised on-site construction activities, ensuring compliance with design specifications, safety standards, and project timelines.
- Prepared technical drawings, cost estimates, and reports using AutoCAD and Civil 3D for infrastructure and residential projects.
- Coordinated with contractors, architects, and clients to resolve issues and ensure smooth execution from planning to completion.
- Assisted in preparing quantity takeoffs and material estimates for site construction activities.

Civil Engineering Intern

Nilgiri Hydropower – 102 MW (May 2023 - Dec 2023)

- Monitored rebar works, concreting, and other civil activities in powerhouse structures and switchyard.
- Interpreted and implemented civil drawings; performed field modifications using AutoCAD.
- Prepared Bar Bending Schedules (BBS) and ensured site compliance with specifications.
- Worked collaboratively with engineers and site supervisors to maintain workflow and safety standards.

CERTIFICATIONS

WHMIS