

RESUME

GEETHA.G.K.

Address: No: 2/237,
Juhu Beach Road, Uthandi,
Chennai- 600119.

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CARRIER OBJECTIVE:

Seeking a career that is challenging and interesting, and lets me work on the leading areas of technology, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives.

EDUCATIONAL QUALIFICATIONS:

Degree/course	Institution	University/Board	Duration of course	% of marks
M.E (Hydrology and Water resources Engineering)	College of Engineering, Guindy	Anna university	2014-2016	7.96 (CGPA)
B.E (Civil Engineering)	Tagore Engineering College	Anna university	2009-2013	8.36 (CGPA)
HSC	Siga higher secondary school	Matric	2007-2009	86.92%
SSLC	The New John Dewey matriculation school	Matric	2007	85.18%

COMPUTER SKILLS:

- **Operating Systems:** Windows 98, XP, Vista and Windows 7.
- **Microsoft Office Tools:** MS Word, MS Excel, MS PowerPoint.
- **Professional Software:** AUTO CAD, STADD RO, Arc GIS, Global Mapper

TRAINING:

- Undergone implant training at **EVERSENDI COMPANY** at pazhavanthangal in Chennai for two weeks.

PROJECT:

UG Project: "ANALYTICAL MODELLING ON FLEXURAL BEHAVIOR OF CONCRETE ENCASED COLD FORMED STEEL I-SECTION"

PG Project: "COASTAL CONSERVATION OF ANDAMAN AND NICOBAR ISLANDS IN VIEW OF NEARSHORE PROCESSES"

STRENGTHS:

- Time management skill.
- Interpersonal communication.
- Quick learner & Easily communicate with others

EXPERIENCE

Previous Employer 1 : **Apollo Enterprises Ltd**

Designation : **Site Supervisor**

Duration : **June 2019 – March 2021 (1 Year and 8 Month)**

Roles & Responsibility:

- Responsibility to assist Head of the Department in day to day affairs of the department
- Co-ordination with other department for various requirements.
- To work with team of engineers assigned and carrying out day to day facility maintenance of building and equipment
- To supervising contracted staff for completing the project work
- To review Capex and Opex for the financial year prior approval from HOD

Previous Employer 2 : **V.R.S College of Engineering & Technology**

Designation : **Assistant Professor**

Duration : **June 2016 – October 2017 (1 Year and 4 Month)**

Roles & Responsibility:

- Being Professor – Civil Engineering provides tutoring and academic counseling to student, maintains classes related records, and access students coursework.
- Guide, lead and mentor students in research projects.
- Evaluate, monitor and mentor student academic progress.
- Create, innovate and implement career-enhancement programs and activities.
- Participate in departmental and college activities.
- Serve and support functional activities of departmental committees.
- Assess, review and evaluate student activities and progress.
- Assist and support senior professors in their day-to-day tasks and functions

Previous Employer 3 : **JMR CONSULTANT**

Designation : **Technical Assistant**

Duration : **Dec 2013 – Sept 2014 (1 Year)**

Roles & Responsibility:

- Drafting and preparation of Layout drawing
- Estimating the building quantity
- Cost analysis of the project and preparing detailed document.
- Maintaining project related document.

PERSONAL DETAILS:

Name : G.K.GEETHA
Date of birth : 18.1.1991
Address : 2/237, Juhu Beach Road, Uthandi,
Chennai – 600119.
Nationality : Indian
Marital status : Married
Husband name : Dr. K. Rajesh
Languages expertise : English, Tamil
Job Location : Chennai

DECLARATION:

I hereby declare the above data are true up to my knowledge. I consider myself to be confident, a strong participant in team ventures and possess good organizational skills. I enjoy working as part of a team; also I have the confidence to work on my own.

Place: Chennai

Date :

Signature
(G.K.Geetha)