

CURRICULUM VITAE

GRACE JANET.P

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24/56 Gaffor Street,
Mirshahipet,
Royapettah,
Chennai – 600 014.
Contact.No:97 1090 8727/

CAREER OBJECTIVES:

To pursue a highly challenging career based on my experience and qualification to work with an organization filled with knowledge driven professionals who would equally build a better professional and serve with integrity and seeking a challenging position in a stable, well established and growth oriented concern, utilizing my knowledge & skill.

ACADEMIC QUALIFICATION:

- ❖ S.S.L.C in St. Ebba's G.H.S.S, Mylapore (First Class)
- ❖ D.C.E. (Diploma in Civil Engineering) 83% in St. Michael's Polytechnic, Avadi.
- ❖ AUTO CADD: Release 2000
- ❖ B.B.A. (Bachelor Of Business Administration) – Madras University

WORK EXPERIENCE:

- | | |
|-------------|---|
| 1. Position | : SENIOR QUANTITY SURVEYOR AND ESTIMATION ENGINEER |
| | Rcc e Construct Pvt. Ltd. |
| | Adyar, Chennai |
| Experience | : Site co ordination, Bills Verifying, Rate Analysis |
| | Budgeting, Preparing Estimation and BOQ |
| | From Jan 2020 to till now |

2. Position : **CONTRACTS – HEAD CUM
QUANTITY SURVEYOR**
Technicaliya Consultancy Pvt. Ltd.
Specialist in Hospital Projects
MRC Nagar, Chennai
- Experience : Bills Verifying, Rate Analysis
Preparing Estimation and BOQ
From Jan 2017 to Dec 2019
3. Position : **QUANTITY SURVEYOR CUM SITE
INCHARGE**
All Saint's Church.
Triplicane, Chennai
- Experience : Construction of quarters
(Planning, Purchasing, Bills Verifying.)
From June 2016 to Dec 2016.
4. Position : **PROJECT COORDINATOR**
Ramcons Pvt. Ltd.
Nugambakkam, Chennai
- Experience : Preparing Work order, Site coordination,
Estimation & Bills.
From October 2013 to May 2016.
5. Position : **BILLING CUM CUSTOMISATION
ENGINEER**
Newry Properties Pvt. Ltd.
Annanagar East, Chennai
- Experience : Preparing Work order, Purchase order
& Labour Bills, Purchasing & Bills
From October 2012 to July 2013.

6. Position : **CONTRACTS – HEAD CUM
QUANTITY SURVEYOR**
Technicaliya Consultancy Pvt. Ltd.
Specialist in Hospital Projects
MRC Nagar, Chennai
- Experience : Bills Verifying, Rate Analysis
Preparing Estimation and BOQ
From Jan 2009 to Sep 2012
7. Position : **QUANTITY SURVEYOR CUM SITE
INCHARGE**
Church Renovation
All Saint's Church.
Triplicane, Chennai
- Experience : False ceiling, Painting, Water proofing
& Tile Laying
(Planning, Purchasing, Bills Verifying.)
From March 2008 to Dec 2008.
8. Position : **QUANTITY SURVEYOR**
Akashya Homes Pvt. Ltd.
Adyar, Chennai
- Experience : Planning, Preparing Work order, Purchase order
& Labour Bills, Purchasing, Bills Verifying,
From Jan 2007 to Feb 2008.
9. Position : **PLANNING ENGINEER**
Newry Properties Pvt. Ltd.
Annanagar East, Chennai
- Experience : Preparing Work order, Purchase order
& Labour Bills, Purchasing & Bills Verifying.
From August 2003 to Sep 2006

10. Position : **CADD DESIGNER**
Crea Architect & Interior Designer
Gopalapuram, Chennai
Experience : Designing, Planning & office Administration
From May.2000 to July. 2003.

PERSONAL DETAILS:

Date of Birth : September 08, 1981
Husbands Name : Mr. Samrajan
Sex : Female
Marital Status : Married
Nationality : Indian
Linguistic ability : Tamil & English
Extra-Curricular activities : Music, Dance, Badminton and Guide.

I hereby confirm that all statements in this application form are true and complete to the best of my knowledge. I would dispatch my duties to the fullest satisfaction of my superiors to the best of my ability.

Place: Chennai
Date:

SIGNATURE

(P. Grace Janet)