

# SADAB ALAM ANSARI

Amahi Belha-06 , NEPAL

Ph:7064168998

Email · [shadabansari3486@gmail.com](mailto:shadabansari3486@gmail.com)

To work in a company where challenges and enhancement of skill takes place. To render my service to the fullest that contributes and gain professional growth in quality and productive.

## EXPERIENCE

**MARCH-2018 – TO PRESENT**

**ON JOB TRAINEE**, SIMPLEX INFRASTRUCTURE LTD.

- Estimation of Quantities.
- Preparation of Reports (Daily/Monthly).
- Assist in Quality control checks.
- Supervision of construction Activities.
- Preparation of all kind of Auto CAD drawing.
- Assists in preparation and implementation of Project Execution Plan.
- Work Progress monitoring and prepares weekly reports.
- Maintains project schedule by monitoring project progress and resolving problems.
- Organizing task to Supervisors.

**MAY-2017 TO JUNE-2017**

**SUMMER INTERN**, CENTRAL WORK PUBLIC DEPARTMENT

- Reports: Estimation of total work due as per master schedule
- Approvals and Clearance
- Site Inspection daily to find out front availability , Work Progress

## EDUCATION

**2014-2018**

**B.TECH IN CIVIL ENGINEERING**, KIIT UNIVERSITY BHUBANESWAR

CGPA 7.8

**2012-2014**

**INTERMEDIATE IN SCIENCE**, ANDRA PRADESH BOARD

91.6 % Aggregate

## **SKILLS**

- Staad Pro , Auto Cad Designing 2D and 3D
- MS Office (Word, Excel, Power Point)
- Leadership Quality
- Excellent Mathematical Skills
- Team Player

## **ACTIVITIES**

- Worked as Organizer in KIIT FEST 2017
- Student COORDINATOR for International Student Society at KIIT
- Worked as Organizer in Khetshen 2K17 an International Fest at KIIT.
- Participated in Khetshen 2K15 as an Actor
- Participated in KIIT FEST 2016 as a dancer.

## **AWARDS & RECOGNITION**

- Received Certificate of Merit for Organizing Art of Giving Contest In NEPAL
- Received Certificate of Appreciation for Organizing IMD Festival at KIIT.
- Received certificate for Organizing Khetshen-2017 at KIIT University.