

RESUME

M . Keerthana

H.No: 7-32, Police colony,
B.Thandrapadu,
Kurnool Dist - 518007
E-mail: keerthanak695@gmail.com
Mobile: +91 9985367343

CAREER OBJECTIVE:

To seek challenging assignment and responsibility with an opportunity for growth and career advancement as a successfully achievement.

EDUCATION:

- B. Tech in Electronics and communication Engineering from JNTUA university, kurnool , in 2013
- Intermediate in Science & Maths Stream from C.V.RAMAN JR COLLEGE, kurnool, in 2009
- 10th std.A.P.S.W.R residential school, Kurnool in 2007 with Percentage of

EXPERIENCE:

JOB PROFILE:

FIRM: M/S SAI BALAJI INFRA INDIA PVT LTD, HYDERABAD.

DESIGNATION: ELECTRICAL TENDERING ENGINEER

WORK PERIOD: APRIL 2015 to Till date.

NATURE OF JOB: PREPARING TENDER AND ESTIMATION COST FOR ALL ITEMS

JOB RESPONSIBILITIES:

- Prepare purchase specifications and vendor quotation
- Liaise with customers, vendors and regulatory bodies on engineering design.
- Receiving offers for various supply materials.
- Preparation of cost sheet for the finalized BOM.
- Submission of offer along with terms and conditions to client after management approval.
- Preparing control budget for supply materials & erection works getting approval.
- Preparation of project schedule and submitting to client for approval.

PARTICIPATION IN MAJOR PROJECTS:

- MAHINDAR LIFE SPACE DEVELOPERS(Hyderabad) internal and external electrical works
- TATA PROJECTS
- INDIABULLS(Mumbai)
- BRIGADE(Hyderabad)
- PALLADIUM CONSTRUCTIONS(Banglore)

TECHNICAL SKILLS:

SOFTWARE KNOWLEDGE: MS Office

Operating systems : Windows 98, 2000/ XP

Design software : AUTOCAD,

PERSONAL DETAILS:

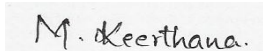
Father's Name : M . Prabhakar Rao
Date of Birth : 10th June , 1992
Sex : Female
Marital Status : spinster
Languages Known : Telugu, Hindi, and English
Permanent Address : H.No: 7-32 Police colony, B.Thandrapadu, Kurnool Dist
Nationality : Indian
Hobbies : Playing caroms, , Listening Music.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Hyderabad.

Date:

SIGNATURE

A rectangular box containing a handwritten signature in black ink that reads "M. Keerthana."

(M . Keerthana)