

# FIDA YASMIN KOPPATH PARAMMEL

Preston PR1 6TP

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## Work Experience

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### **Customer Service Representative**

Subway-Lancashire

October 2023 to Present

- Assisted customers in understanding the menu, suggesting items based on their preferences, and ensuring their orders were customized to their satisfaction.
- Prepared sandwiches, salads, and other menu items according to Subway's standards and customer specifications.
- Operated the cash register, handled cash and card transactions, and provided accurate change.
- Followed all food safety and sanitation guidelines to maintain a clean and safe work environment.
- Worked collaboratively with team members to ensure efficient service and a positive work environment.
- Informed customers about current promotions and new menu items.
- Successfully upsold additional products, contributing to increased sales.
- Adapted to changing demands and maintained high performance during peak hours.

### **Project Manager Intern**

Adorn Design Studio-Pattambi, Kerala

August 2022 to August 2023

- Assisted in the successful execution of over 15 colonial-style residential projects exceeding 5000 sq.ft. by coordinating tasks, monitoring progress, and ensuring adherence to project plans and objectives.
- Created precise architectural plans and done technical documentation using AutoCAD, incorporating electrical and plumbing specifications, contributing to the project's structural and functional integrity.
- Supported project planning and budgeting through detailed quantity surveying and estimation helping to forecast resources, manage costs, and optimise project delivery schedules.

### **Trainee Estimator**

Carbon Blue Global-Calicut, Kerala

January 2023 to June 2023

- Prepared civil BOQ and Qty. take-off of VILLA G+1+P.H & OUT KITCHEN.
- Prepared sample RA Bill & Certificates of payment (COP) of a commercial project (B+G+3) at Qatar.
- Prepared sample Variations and Extra items of villa project (G+1) at UAE.

### **Tutor**

ICAN Institute-Pattambi, Kerala

July 2020 to July 2021

- Worked as physics tutor for class 11th through online platform.

## Education

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### **Master's degree in Construction project management**

University of Central Lancashire - Preston

September 2023 to Present

### **Certification program in Quantity survey**

Carbon blue global - Calicut, Kerala

January 2023 to Present

### **Bachelor's degree in Civil Engineering**

APJ Abdul Kalam Technological University - Calicut, Kerala

August 2018 to August 2022

## Skills

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- AutoCAD
- Microsoft Office
- Management
- Organisational skills
- Communication skills
- Team management
- Estimation and budgeting
- Quantity surveying

## Awards

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### **Level 2 Proficiency in BOQ preparation & Quantity Takeoff**

June 2023

Certificate for attaining Level 2 Proficiency in bill of quantity (BOQ) preparation & Quantity Takeoff for successful completion of project Mr. Shk. Abdul Rahman Proposed Villa G+1+PH.