

SUBIN LAL S.M.

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🆔 R7230251 🌐 Single 🇮🇳 Indian

in <https://www.linkedin.com/in/subin-lal-s-m-837259142/>

🐙 <https://github.com/subin-95>



👤 PROFILE

An organised and motivated individual looking to leverage my problem-solving skills build upon my 4+ years of site and project management experience by transitioning into software field .Looking for a challenging position to utilize & improve my strengths and abilities in the mentioned field.

💡 SKILLS

- JAVA
- HTML & CSS
- MYSQL
- wordpress
- Jira
- Project Management
- source code management
- Team Management
- Auto CADD (2D)
- Excel
- Organizational Skills.
- Microsoft Office
- Planning & Execution
- Office Administration
- Sourcing and screening resumes
- procurement

👜 PROFESSIONAL EXPERIENCE

Admin & Site Manager

Dec 2021 - Nov 2022

ESS ESS BUILDERS

- Assisted employees as needed and resolved benefit issues.
- Provided problem resolutions to employee inquiries and employee relation issues Assisted with benefits
- Supported the maintenance of employee records, filing select paperwork and serving as backup support for routine filing.
- Managed new hire employee paperwork, created employee file and entered deductions and withholdings into payroll system.

Civil Site Engineer

Jul 2019 - Nov 2021

OTHMAN SALEH AL GHAMDI TRADING & CONTRACTING CO.

Dammam, Saudi Arabia

- Perform and coordinate inspections and determine quality assurance testing models of raw materials and finished products.
- Prepare, document, and execute detailed test plans, test cases, and defect reports.

- Worked in HR Team by sourcing and screening resumes and doing basic interviews and managing employees files.
- Worked in Admin Team and procurement Team in Covid times.
- Conduct daily site inspection, monitor, safety implementation and supervision.
- Develop and initiate quality standards for tests, inspections and evaluations

Junior Civil Engineer

Jun 2017 – Jun 2019 | Nagercoil, India

CHRIS CONSTRUCTION & CONSULTANTS

- Creating work schedule, work assignment to the staff and periodic reports.
- Ensured that the constructions procedure is in alignment with rules.
- Wrote daily reports for accountability and quality assurance.
- Analyzing & Evaluating all Work and performance.

EDUCATION

Bachelor Degree in Civil Engineering

2013 – 2017 | chennai, India

Sathyabama University

High Secondary Certificate

2013 | Marthandam, India

Christhuraja Higher Secondary School

CERTIFICATES

Certification of Java & Sql

ICT Academy (pursuing)

Business Analysis & Process Management

Coursera - 2022

Master Diploma in Project Planning & Management

Synergy School of business skills - 2019

Professional in Building Design

CADD Centre -2017.

INTERESTS

- Business Administrative
- Project Management
- Business operations
- web development
- Java

LANGUAGES

English	● ● ● ● ●	Tamil	● ● ● ● ●
Malayalam	● ● ● ● ●	Arabic	● ● ● ● ●