

# SUBIN LAL S.M.

## Civil Engineer & Admin

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🔗 <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

- Project Management
- Excel
- Time-management
- Office Administration
- source code management
- Team Management
- Organizational Skills.
- Microsoft Office
- Sourcing and screening resumes
- github
- Auto CADD (2D)
- JAVA (developing)
- Planning & Excecution
- procurement

### 👜 PROFESSIONAL EXPERIENCE

#### Admin & Site Manager

Jan 2022 - present

##### 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

### Java full stack

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

