


# RESUME

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## S. NARAYANAN

Karaikudi, Tamilnadu, India

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### **Graduated Civil Engineer(Bahrain CRPEP LICENSE HOLDER-EPP/C2122/CE/10-C)** **With 8 Years Experience(7 years in oman,Bahrain)**

*A talented, professional and dedicated Civil Engineer with, over 8 years' experience in site management, able to use own initiative, working alone or as part of a team under pressure to meet deadlines and objectives, with good communication and organizational skills, a strong work ethic and determination to succeed.*

### **Career Objective**

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Seeking to take up a Project Engineer/Quantity surveyor/Site Supervision/Estimation engineer position in the field of Civil Engineering and take on challenging, creative and diversified projects

### **Employment History**

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**Sep 2019 – Feb 2020 : Quantity Surveyor**

**Down Town Construction Group**

Alba, Bahrain

**Job Profile/Responsibilities:**

#### **1.Projects Handled/Site Executed works**

- Preparing Valuation for ETD(Electrical Transmission Directorate), Project-Civil Maintenance Works 2019.
- Project Handling and site coordination for the same.
- Preparing & submitting Civil Related Tender works.
- Project handled, Construction of Social Welfare complex at Isa Town, Ministry of Labour.

**Mar 2013 – July 2019 : QS/Project Engineer civil**

Bausher, Muscat, Oman

**Durrat Habis Trading and Contracting Est.**

**Job Profile/Responsibilities:**

#### **1.Projects Handled/Site Executed works**

- Construction of commercial building al Al seeb(3200 sqm), Client-HH SAYYID SHIHAB TARIQ TAIMUR AL SAID
- Constuction of commercial/residential building at ghala heights bf1+bf2+g+8+ph (12000 sqm).Client-ALI SALIM SAIF AL ISSAI.
- Construction of building maintenance project in Royal Hospital Bausher.
- Constuction of commercial/residential building at Alkhoudh GF+5(2400 sqm), Client-ADY HILAL NASSER AL MAWALI.
- Construction of commercial/residential building at Almobelah BF+GF+11 Floor(5200 sqm)
- At the time of less projects, **Engaged in Tendering works, Estimation, Quantity Surveying cost for tendering(3 Years Experienced).**

- Monitor and manage the project schedule.
- Prepare **Project Status Reports (weekly and monthly)**.
- Taking **material approvals, submitting test results, shop drawings, sending request for information, inspection request to consultants for approvals**@projects handled.
- Preparing **Bar Bending Schedules** for steel reinforcement if necessary.
- Taking **Municipality approvals for project** before doing any important works such as concrete/others.
- **Deciding the required manpower** for each stages of works in project.
- **Certifying the sub contractors bills** by coordinating with drawings and site executed.
- **Billing** for the executed projects.

## 2. Communication

- Facilitates team and client meetings effectively.
- Keeps project team well informed of changes if any, which may affect project.
- Effectively communicates relevant project information to superiors.
- Resolves and/or escalates issues in a timely fashion.
- Communicating difficult/sensitive information tactfully.

## 3. Leadership

- assigns individual responsibilities to team members
- Challenges others to develop as leaders while serving as a role model and mentor.
- Inspires coworkers to attain goals and pursue excellence.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Helps team execute career development plans.

## 4. Team work

- Consistently acknowledges and appreciates each team member's contributions.
- Effectively utilizes each team member to his/her fullest potential.
- Motivates team to work together in the most efficient manner.
- Keeps track of lessons learned and shares those lessons with team members.
- Mitigates team conflict and communication problems.

## 5. Client Management

- Sets and manages client expectations.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with client.
- Continually seeks opportunities to increase customer satisfaction & deepen client relationships
- Follows up with client/client representatives, when necessary, regarding unpaid invoices.

## 6. General

- **Preparing interim bills.**
- Maintain documentation
- **Quantity Surveyor**
- Suggests areas for improvement in internal processes along with possible solutions.
- All works related to **tender submission including tender bond.**
- **Sending enquiry and collecting quotations** for tendering.

### **Job profile/Responsibilities**

- Taking the responsibility for security, health and safety.
- Organizing & supervising materials and people.
- Liaison with client representative & subcontractors.
- Day to day management of site.
- Been the source of technical advice & quality control for every one worked at site.
- Plan the work to be done to avoid delays.
- Organize the things so that deadlines can meet.

### **Education / Qualifications**

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**Anna University Chennai(R.V.S College of Engineering)**

Dindugul, Tamilnadu, India

Bachelor of Engineering in Civil Department

Graduated: May 2012

**HSE(SIV Matriculation school,)**

Sirumugai, Tamilnadu, India

Higher secondary education in Matriculation

Graduated: April 2008

### **Skills**

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<u>Name</u>	<u>Proficiency</u>
Auto cad	Advanced
Microsoft office excel	Expert
Microsoft office word	Expert
Microsoft office power point	Advanced

### **Languages**

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<u>Name</u>	<u>Proficiency</u>
English	Fluent
Hindi	Intermediate
Tamil	Expert
Malayalam	Intermediate

### **Immigration / Work Status**

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Bahrain – Civil Engineer Visa Holder(present)

**Expired:** November 12th 2020

### **Awards / Achievements**

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**Bahrain CRPEP License Holder (Reg No-EPP/C2122/CE/10-C)**

**Valid Driving License in GCC(Oman), Valid Driving License in India**

### **Hobbies / Interests**

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Chess, Listening Music, Watching TV, Reading Books etc

## References

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References available on request

## Personal Details

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Father's name	: S. Subramanian
Sex	: Male
Nationality	: Indian
Date of birth	: 30-11-1990
Age	: 29
Marital status	: Married
Passport Number	: K 8977162
Place of Issue	: Madurai
Date of Issue	: 31/12/2012
Date of Expiry	: 30/12/2022
Current Company	: Left Job in Down Town Const and Currently Available in India
Expected Salary	: 800 BD
Notice Period	: Can Join Immediately
Total Experience	: 8 Years
GCC Experience	: 7 Years