

Name	: SELVAKUMAR R
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Date of Birth	: 20-07-1993
Nationality	: Indian
Marital Status	: Single



OBJECTIVE:

To work on a challenging job profile which provides an opportunity to enhance my technical skills and knowledge, site experience, this could provide me an insight into new aspects so that it would be helpful for my career.

EDUCATION:

Exam Passed	Year Of Passing	University / Board	Name Of Institution	Main Subject / Specilization	Percentage / Marks
B.E	2017	Anna University	M.R.K. Institute of Technology Kattumannarkoil	Civil	78.44%
D.C.E	2011	DOTC Chennai	Muthiah Polytechnic college Annamalainagar	Civil	88.25%
X	2008	State Board	Ramakrishna Vidhyalaya Hr. SEC.SCHOOL	All	74.40%

EXPERIENCE:

<i>Designation</i>	<i>Location</i>	<i>Duration</i>
Draftsman	Allied Gulf Construction Services, Khamis, Kingdom of Bahrain	Presently Work, Since April 2019
Draftsman cum Supervisor	Al Muntasir Building Construction, Kingdom of Bahrain	One year (March 2018 - March 2019)
Engineer-Drafting	PARSAN HOMES LLP CHIDAMBARAM – 608001	Five Months (Sep-Feb2018)

AutoCAD staff	Winsoft Computer Education centre, Chidambaram	One & Half year (2014 - 2015)
Technical Supervisor	JAGAJAM Construction, Chidambaram	One year (2013)
Technical Assistant	Department of Civil and Structural Engineering, Annamalai University, Annamalai nagar	One year (2012)

MY RECENT WORKING EXP.:

- I am worked in Al Muntasir Building Construction at Muharraq, Kingdom of Bahrain as a Draftsman cum Supervisor (1 year).
- Estimation for residential building, mosque, multistory building.
- Make drawing file for building projects using AutoCAD
- Make 3d views for Mosque, Doors, windows using Google Sketchup
- Prepared the quotation for Villa, Hotel, Landscape layout.

DUTIES AND RESPONSIBILITY IN ENGINEER-CIVIL:

- My nature of work is Drafting (AutoCAD).
- Provided support to principle engineer for marketing, such as preliminary maps, plans and preliminary cost estimates.

DUTIES AND RESPONSIBILITY IN AUTOCAD STAFF:

- Give the Proper Training to Student.
- Explain and give them proper explanation about all AutoCAD commands.
- Train them to do the Drawings.

MY RESPONSIBILITY IN CONSTRUCTION SITE SUPERVISOR JOB:

- Support the project manager in hiring contractors and choosing suppliers for the project.
- Drafting work by Using AutoCAD software
- Prepare Structural, Architectural drawing

RESPONSIBILITY IN TECHNICAL ASSISTANT JOB:

- It provides support for technical staff by reviewing incoming mail and determining an appropriate course of action.
- I prepare correspondence to delegate technical tasks to other employees so they need to possess good writing skills and a solid grasp of mathematics.
- I am also responsible for transcribing any corporate strategies from higher management and finalizing draft documents.
- I will also proofread instruction manuals and services manuals relating to the implementation of new machinery or computer software to ensure accuracy.
- I am also produce all relevant documentation whenever a design model is modified, and are responsible for coordinating off-site travel plans and appointments.

- The type of organization a Technical Assistant works for will determine their particular responsibilities; however, there are several main duties all Technical Assistants perform. A review of current job listings identified the following primary tasks and responsibilities.

CERTIFICATE:

1. Paper Presentation in 2015 about SIFCON on ISTE programmed.
2. Workshop attended for 2011 in MPTC.
3. Adobe E-Learning programme attended in one week.
4. Auto CAD certificate - pursued in 2010.

WORKSHOP:

1. STRESS – 2012 Co-ordinator on Annamalai University.

STRENGTHS AND PERSONAL SKILLS:

- Work with positive attitude's to contribute the healthy functioning of the organization.
- Self-confident and great patience, Self-motivation.
- Willingness to learn.
- Adaptability to change environment.
- Communication.
- Time Management.
- Conflict Resolution.

LANGUAGE KNOWN:

Tamil, English, Hindi (Moderate level), Malayalam.

COMPUTER SKILLS:

- MS office Products (e.g Spreadsheets, Powerpoint, Word). Virtually all workers have some familiarity with Microsoft Word.
- Auto CAD, Google Sketch up, Photoshop, Staad Pro (Model Creation)
- E-mail/Web
- Expected Computer Knowledge software field (Paint, Microsoft office Picture manager, other important need of software's).

DECLARATION:

I hereby declare that all the information furnished here is true and correct to the best of my knowledge and belief.



05-05-2020

Place : BAHRAIN

(Signature)

(Date)