**Cover Letter**

Dear Sir,

I (**ERRA PRAVEEN)** was quickly drawn to your posting for a **CIVIL ENGINEER** and believe that my skills, passion, and experience make me a perfect fit for the position. This is the perfect opportunity for me to grow in my career while helping **DAWN TO DUSK CONTRACTING CO.WLL (Bahrain)** succeed in the process.

I graduated from **Aurora’s Technological & Research Institute** with a **B-TECH** in **CIVIL ENGINEERING**. My time with **DAWN TO DUSK CONTRACTING CO.WLL (Bahrain**) has given me the knowledge, experience and leadership qualities that I'll need to thrive in this role. So far in my career, the achievement I'm most proud of is they awarded me as a best Employee.

I am enclosing a copy of my resume for you to review. I welcome the opportunity to speak with you about this position so I can elaborate on how my expertise in **CIVIL ENGINEER** will be an asset to.

Sincerely,

**ERRA PRAVEEN**

**ERRA PRAVEEN **

Nationality : Indian

Location : Manama

Mobile : +97338452946

Email: [erraprawin2020@gmail.com](mailto:erraprawin2020@gmail.com)

Indian passport no : L6473868

**CARRER OBJECTIVES**

To Achieve high career growth through a continuous process of learning for achieving goal & keeping myself dynamic in the changing scenario to become a successful professional and leading to best opportunity. And willing to work as civil engineer in the reputed construction industry.

**EDUCATIONAL QUALIFICATION**

B-Tech in Civil Engineering from Aurora Technological and Research Institute, Hyderabad with 65% from JNTUH in 2014.

**LANGUAGES**

**English -** Excellent reading, writing and speaking

**Hindi**  ­- Excellent reading, writing and speaking

**SPECIALIZED SKILLS**

* Excellent interpersonal and communication skills
* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Proficient in assigning duties and scheduling shift

**PROFESSIONAL EXPERIENCE**

Company : Dawn to Dusk contracting co.wll (Bahrain)

Designation : Civil Engineer

Period : Aug 2017 – June 2020

**Responsibilities**.

* Assigning work to various contractors as per drawing
* Assisting in necessary project documentation accurately inventorying the job-site & ensuring that the supplies are properly maintained.
* Verify all drawings and documents related to project execution ensuring all the works are carried out as per specifications.
* Reviewing engineering drawings, technical specifications, reviewing contractor’s change order proposal & submittals.
* Conduct toolbox meeting &Daily Pre start meeting.
* Directing the site team with the leadership and assistance of the greater Construction team.
* Inspection and testing of construction material used in the structure.
* Coordinate with Procurement department.
* Quality control in accordance with procedures method statements, quality plans and inspection and test plans, all prepared by the project management team.
* Checking materials and work in progress for compliance with the specified requirements.
* Assigning work to various contractors as per drawing and monitor the same.
* Manage manpower to meet scheduling and keep a good productive factor in the department
* Maintaining records, preparing BBS, preparing contractor’s bill etc
* Checking the Excavations, PCC and Reinforcement.
* Coordinate and supervise Project execution
* Facilitate and co-ordinate civil engineering technical work inputs to contractors

Company : Bharath quality engineers pvt. ltd

Designation : Civil Engineer

Period : May 2014 – July 2017

**Responsibilities**.

* Setting out the works in accordance with the drawings and specification.
* Also Day to day activity included Checking of BBS, managing manpower and resources, Assigning work to various contractors.
* Planning of different activities and implementing the same without delay.
* Checking materials and work in progress for compliance with the specified requirements.
* Assigning work to various contractors as per drawing and monitor the same..
* Assisting in necessary project documentation accurately inventorying the job-site & ensuring that the supplies are properly maintained.
* Verifies all drawings and documents related to project execution ensuring all the works are carried out as per specifications.
* Reviews and monitors all the activities carried out within the cost and time.
* Attended monthly review meetings with clients to ensure the timely completion of the projects. .
* Preparing Daily Reports, Checking the bill of Quantities.
* Checked the Quality of concrete as per mix design on site.
* Co-ordinate between the Procurement departments, contractor.
* Monitoring and reporting progress of concern work on daily, weekly & Monthly basis.

**PROJECTS HANDLED**

* Construction of G+2 Residential Building Karzakan.
* Construction of Villa Dumistan.
* Construction, Maintenance & Interior fit-out work in BDF hospital Riffa (Clint:- Intercol WLL).
* Construction & Maintenance work in Salmaniya Hospital (Clint:- Yousuf Mahmood Husain Co. WLL).
* Construction of Waste Treatment plant BDF Awali (Clint:- Yousuf Mahmood Husain Co. WLL.)
* Construction of G+33 Residential Building Seef (Clint:- United Arab construction Company).
* Construction of villas & Interior Fit-out works One & Only Resort Seef ( Clint:- United Arab Construction Company).
* Construction Foundation, Footings and all civil works in 5x270MW Coal based Thermal power plant at Nasik Maharashtra. (Clint:- Indiabulls Realtech Ltd ).
* Construction of G+7 Residential Building & villas at Hyderabad.

**TECHNICAL SKILLS**

* Site Execution, Site inspection, Supervision, Organizing and coordination of the site activities.
* Quantity surveying of construction materials.
* A good working knowledge of MS Excel and the ability to learn how to use specialist software.
* On site building material test.
* Preparing detailed BBS of Building Structural members using MS Excel.

**SOFTWARE PROFICIENCY**

1. Operating System : MS-Office
2. Auto cad 2D &3D

**MY STRENGTH**

* Good communication, planning and organization skills.
* Confident and determined to rapidly built relationship and set up trust.
* Self-motivator and the ability to motivate others.
* Desire and delightful to continue learning while working.

**TRANINGS**

* I am trained as a QA& QC civil Engineer
* I am trained as a Safety Engineer

**PASSPORT DETAILS**

**P**assport No : L6473868

**D**ate of Issue : 17-12-2013

Date of Expiry : 16-12-2023

**PERSONAL PROFILE**

Name : Erra Praveen

Father Name : Erra Shankar

Sex : Male

Nationality : Indian

Languages : English, Telugu and Hindi

Hobbies : Playing cricket &chess, Listening Music.

**DECLERATION**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars

(Erra Praveen)