

SHEMIN SHAJI

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Professional Summary

An Engineering graduate with 4 years of experience in QC field as QC secretary/Document controller.

Work History

Designer/Document controller Dreampools SPC- Sitra, Bahrain

03/2020 to Current

My Responsibilities

- Submit a Daily Report.
- Review plans, shop drawings, specifications and submittals with construction and subcontractors prior to the commencement of any phase of the work.
- Maintain plans, drawings, submittals, daily reports, RFIs and testing requirements.
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare Shop Drawings

QC secretary/Document controller/RMS Manager Contrack Watts Inc- Manama, Bahrain

03/2016 to 03/2020

My Responsibilities

- Review submittals for compliance with the specifications. Conflicts between documents brought to the manager's attention for review and, if applicable, submitted to the client (USACE) for clarification.
- Monitor RMS plan & quality control plan
- Submit a Daily Report.
- Review plans, shop drawings, specifications and submittals with construction and subcontractors prior to the commencement of any phase of the work.
- Maintain plans, drawings, submittals, daily reports, RFIs and testing requirements.
- Document all non-conforming conditions, items and or workmanship.
- Coordinate work with other disciplines
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

Jr. Site Engineer
Perfect designers & Builders- kayamkulam, Kerala

05/2014 to 02/2016

My Responsibilities

- Detailed technical drawing arrangement
- Coordinate with seniors by assigned jobs
- Reports to the Senior Engineer

Education

BE Civil Engineering AR College of Engineering & Technology- Kadayam, Tamilnadu Anna university	2014
Higher Secondary GGHSS- Kayamkulam, Kerala Kerala Board of Examination	2010
High School VVHSS- Thamarakulam, Kerala Kerala Board of Examination	2008

Technical Skills

- AutoCAD 2D
- Revit
- Primavera P6
- Microsoft Office

Area of Interest

- Office
- Site
- Drafting
- Planning

Academic Project

Carried out a one-month project on “**Industrial Waste as Construction Materials**” & a mini project on “**Design of a Residential Building**”.

Hobbies

- Listening to Music
- Reading

Personal Qualities

- Dedicated
- Ability to quickly grasp new concepts
- Hard working
- High stamina
- Effective communication and interpersonal skills
- Team player

Personal Information

- Date of birth - 10/03/1993
- Gender - Female
- Nationality - Indian
- Languages - Malayalam, English