

SANTHAPRIYA THANGARASU

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CAREER STATEMENT

To be a part of organization that provides an atmosphere of mutual growth and benefits, where I can show my talent and potential.

PERSONAL SUMMARY

A skilled and dedicated personality willing to take up the challenging works at will.

BASIC ACADEMIC CREDENTIAL

- 2012-2016 B.E (Civil) at Anna University, Trichy with CGPA 6.4
- 2012 - Higher Secondary at Adaikala Annai higher secondary school, Viluppuram with 78%.
- 2010 - Secondary at Adaikala Annai higher secondary school, Viluppuram with 95%.

PROJECTS

- A mini project on “design of residential building (G+3)” in villupuram district.
- A main project on “EXPERIMENTAL STUDIES OF EFFECT OF SUGARCANE BAGASSE ASH ON CONCRETE”.

PROFESSIONAL EXPERIENCE

1) Company : Kasthuri Group–Chennai

Designation: Assistant Engineer – Purchase & QS (June 2020 - Present)

2) Company : VR Earthmovers & Construction Pvt Ltd–Chennai

Designation: Assistant Engineer – Purchase & Contracts (July 2018 – May 2020)

3) Company : Real Lines Architects – Chennai

Designation: Technical Assistant (May 2016 to June 2018)

Roles & Responsibilities:

- ~ Liaise with clients, consultants, contractors, Suppliers and project team.
- ~ Quantities Take off for all civil works in Structural & Architectural.
- ~ Preparation & Checking of Monthly progress claims & Final accounts.
- ~ Research potential vendors
- ~ Monitor stock levels and place orders as needed
- ~ Compare and evaluate offers from suppliers
- ~ Negotiate contract terms of agreement and pricing
- ~ Track orders and ensure timely delivery
- ~ Review quality of purchased products
- ~ Maintain updated records of purchased products, delivery information and invoices.
- ~ Inviting tender for sub-contractors and suppliers, Analyze quotations commercially and technically, Prepared detailed price comparison & conduct meetings and negotiation with suppliers and sub-cons.

- ~ Prepare price proposal documents, Contracts, Budgets, Bills of Quantities and other documents create and in line with company practice.
- ~ Preparation & certification of Sub Contractors bill, Measure and value the work done on site.
- ~ Preparation of purchase orders, Materials order processing and cost control.
- ~ **Preparing & Monitoring Work Orders, Variation Orders, Proposals & EOT claims.**
- ~ **Preparing & Maintaining Procurement Tracker, BOQ Tracker, Client Bill Tracker,**
- ~ Preparing Budget for Material procurements & Reconciliation.
- ~ Preparation of item wise cost estimation and Preparing Non-Tender items.
- ~ Preparing monthly & weakly internal purchase cost reports
- ~ Perform other related duties as required or Given by HO & Clients.

TECHNICAL & SOFT SKILL

HIGH RISE -ERP SOFTWARE, AUTO CAD, STAAD PRO, MS OFFICE

PERSONAL INFORMATION

- | | |
|---------------------------|-------------------|
| 1. Date of Birth | : 25.05.1995 |
| 2. Linguistic Proficiency | : English & Tamil |
| 3. Gender | : Female |
| 4. Marital status | : Single |

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Place:

Date:

Yours truly,

(SANTHAPRIYA THANGARASU)