



Aleena Sabrin

I want to secure a position in a company that challenges my skills, updates my current knowledge, and sharpens my training. I want to broaden my horizons and gain a different perspective so that I can look at the same thing from a variety of angles. I am willing to explore a wide variety of opportunities.

Work experience

Civil Engineer

Feb 2020 - Sep 2021

CRESENT CONSTRUCTIONS, Kerala, India

- Working with clients and contractors on various renovation and new building projects.
- Manage, design, develop, create and maintain projects
- Assess potential risks, materials and material and labor costs
- Prepared monthly consumption and daily progress report.
- Manage budget and purchase equipment/materials
- Comply with guidelines and regulations including permits
- Ensuring projects run smoothly and structures are completed within budget and on time .

Sales Development Representative

Aug 2019 - Feb 2020

Sankar Krishna Builders and Developers, Kerala, India

- Managing the tasks of construction sales representatives and Coordinating the duties and areas to be covered within the team based on the size and budget of the project
- Hiring freelancers for creating advertisements and Creating a budget plan for the promotion of products to be executed across various newspapers and online portals and via the social media
- Creating detailed sales reports and submitting them to the sales manager on a weekly basis and Following a strict schedule including various shift timings throughout the day.

Site Engineer

Jun 2018 - Jul 2019

Unique Home Builders & Developers, Kerala, India

- Daily site inspection and reporting on performance of high rised building construction.
- Performed routine checking of plans, drawings, and quantities for accuracy of calculations.
- Managed, monitored and interpreted the contract design documents supplied by the client or architect.
- Attended coordination meetings organized by client and consultants etc.
- Conducted daily briefing with site team leaders to follow-up and report on the work progress.
- Performed routine checking of plans, drawings, and quantities for accuracy of calculations ensuring quality of materials.

Intern

Jun 2017 - Jun 2017

PETRONET LNG LIMITED, Kerala, India

Inplant Trainee

Jun 2016 - Jun 2016

BHARAT SANCHAR NIGAM LIMITED, RAJIV GANDHI MEMORIAL TELECOM, CHENNAI, INDIA

Education and Qualifications

BE CIVIL ENGINEERING

Aug 2014 - Jun 2018

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION, TAMILNADU, INDIA

Higher Secondary Education

May 2012 - Mar 2014

Model Public School, Kerala, India

Secondary Education

May 2011 - Mar 2012

Kendriya Vidyalaya, Kerala, India

Personal

Name

Aleena Sabrin

Address

Al Nahda, Sharjah
United Arab Emirates

Phone number

+971 523951049

Email

aleenasabrin1995@gmail.com

Gender

Female

Nationality

Indian

Interests

Reading

Writing

Traveling

Volunteering

Art & Design

Skills

AUTOCAD	Experienced
REVIT ARCHITECTURE	Skillful
PRIMAVERA P6	Experienced
Microsoft Word	Experienced
Microsoft Excel	Experienced
Microsoft Powerpoint	Experienced
C++	Intermediate

Languages

English	Fluent
Hindi	Fluent
Malayalam	Native
Tamil	Beginner

Courses&Workshops

Certified industry-relevant online workshop

2020 - 2021

SKILL LYNC

Professional Diploma in Civil CAD

Dec 2020

CAD DESK, TRIVANDRUM, KERALA

Softwares covered: Primavera P6, Revit Architecture, E-Tab

Hindi Diploma-Correspondence Course

May 2020

Central Hindi Directorate, Dept of correspondence Courses, Ministry of Education, Govt Of India

QA/QC - CIVIL ENGINEERING & Quantity Surveying

May 2018 - Jul 2018

BLITZ ACADEMY, Ernakulam

Courses Accredited by KASE (Kerala Academy for Skills Excellence), under Labor and Skills, Govt of Kerala

AUTOCAD

2016

AUTODESK

Publications

• Aleena Sabrin, Jan. 2021. contributed a book chapter entitled **Environment as Source of Aging** for the book **ENVIRONMENT AND HEALTH** in the record event

(MAXIMUM AUTHORS CONTRIBUTING FOR A BOOK ON COVID-19 AND ITS IMPACT) event registered in India Book of Records, Asia Book of Records & World Book of Records organized by ESN Publications on 30th January 2021. ISBN: 978-81-950305-8-3.

• Aleena Sabrin, Ajmal Ali, Sarath Krishna T, Noha Laj. 2020. **Technology post COVID-19- A review.**

International Journal of Trend in Scientific Research and Development. Vol-4 (6), pp.1313-1314. ISSN: 2456-6470. URL: www.ijtsrd.com/papers/ijtsrd33648.pdf.

• Aleena Sabrin, Dr Noha Laj. 2020. **CANCER-NOT BAD LUCK.** International Journal Of Advance Research And Innovative Ideas In Education. Vol-6(6), Publisher: IJARII E-ISSN: 2395-4396

URL: www.ijariie.com/FormDetails.aspx?MenuScriptId=201912

• Aleena Sabrin, Dr Noha Laj, Dr Ravikumar Vidule, Jyothi M Weldode. 2020.

“Impact of COVID-19: On Textile Industry” published on book “Entrepreneurship Amidst Pandemic COVID19” ISBN No. “978-93-89914-95- 5” on 29/12/2020.

Soft Skills

- Communication
- Time Management
- Interpersonal Skills
- Positive Attitude
- Team Work

Declaration

I solemnly declare that particulars of information and facts in the resume are complete and correct and I take full responsibility for the accuracy of the information.