

RAFA NALAKATH

PROJECT COORDINATOR



ABOUT ME

PERSONAL INFORMATION

Date of Birth: 26 July 1994
Age: 27

Marital status: Married

Visa status: Residence Visa

CONTACT



Dubai South



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EDUCATION

BACHELOR DEGREE

Bachelor of Technology in Civil
Engineering, Calicut University
(2013-2017)

IES COLLEGE OF
ENGINEERING, THRISSUR, KERALA

CAREER OBJECTIVE

A dynamic, goal - oriented engineering professional offering 3.2 years of experience. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing tasks independently, seeking a challenging role in a growth oriented firm.

TECHNICAL PROFICIENCIES

MS Office II AutoCAD

CERTIFICATIONS

Quantity Surveying (ISO 9001:2015 Certified)
QA/QC and Civil NDT (ISO 9001:2015 Certified)

EXPERIENCE

Project Coordinator / PA (Personal Assistant of Project Director)

Giovanni Real Estate and Developers, Emaar Business Park, The Greens
Nov 2019 - Dec 2020 (1 year 1 months)

- Maintained Project Director's calendar, **scheduling meeting's** and ensuring no conflicts occur.
- **Coordinate project management activities**, organize resources and information under the direction of the project director.
- **Liaising with clients** to identify and define project requirements, scope and objectives.
- Act as the **point of contact** and communicate project status to all participants.
- Direct project correspondences by **preparing and reviewing project proposals**, memos, meeting minutes and emails.
- Manage **project-related paperwork** by ensuring all necessary materials are current, properly filed and stored.
- Developed relationship with customers, vendors and guests to present the company in a professional manner.

Junior Estimator

Abasyn Raptors Contracting, Ras Al Khor
Jun 2019 - Oct 2019 (4 months)

- Prepare work to be estimated by gathering proposals, specification and related documents.
- **Computes Cost** by analyzing labor, materials and time requirements.
- Coordinating office activities and operations to secure efficiency and compliance to company policies .
- Handling **external and internal communications** , management systems.

Assistant Quantity Surveyor /Admin

Aramount Developers, Kerala, India

Jun 2017 - March 2019 (1 year 9 months)

- Handled variety of **administrative duties** for the HR and staffs, including calendaring and documentations.
- Submit timely **reports and prepare presentations/proposals** as assigned.
- Dealing with **email enquiries**.
- Possibly maintaining the **company social media accounts**.
- **Estimate quantities**, prepare and compilation of **bill of quantities**.
- Build **AutoCAD drawings** based on the information provided by site engineers and clients.
- Preparing, negotiating and **analyzing costs for tenders and contracts**.

SKILLS

- Verbal and written communication.
- Project administration and management skills
- Read and interpret drawings and specifications.
- Good interpersonal and negotiation skills