

## **ROSHINI REGINOLD**

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### **CIVIL ENGINEER**

#### **CAREER OBJECTIVE**

As a Bachelor of Technology in Civil Engineering, I will be honored to grow with a prestigious organization such as yours and to work efficiently and effectively with your growth. I would be humbled to have the opportunity to leap ahead with your firm and to achieve self-realization and accomplishments of organizational goals. I definitely look forward to the best outcome for both the firm and me.

#### **PROFESSIONAL EXPERIENCE**

### **Jai Properties and Builders.**

**ASSISTANT PROJECT MANAGER CUM OFFICE MANAGER**

**(February 2017 – December 2020)**



#### **DUTIES AND RESPONSIBILITIES**

- ✓ Helping senior managers to establish direction and goals amongst a project team
- ✓ Keeping accurate records of all project expenses & then identifying areas of concern.
- ✓ Assisting with estimating, quantity surveying, scheduling and cost controls.
- ✓ Procurement of subcontractors, vendors, labor, and materials as necessary to achieve project goals: budget, schedule, and quality.
- ✓ E – Tendering process handling.
- ✓ Prepare weekly payroll.
- ✓ Process customer orders with daily data entry.
- ✓ Process accounts payable and receivable.
- ✓ Maintain customer, employee and vendor files.
- ✓ General ledger maintenance.
- ✓ Creating purchase orders in accordance with requirements at site.
- ✓ Prepare and verify statements required by accountant, including monthly, quarterly, and yearly tax documents and statements
- ✓ Bookkeeping duties to support outside CPA
- ✓ Act as liaison with all members of the construction field team
- ✓ Manage client interaction and promote positive relationships with all the stake holders, sub-contractors, workers& suppliers

# Indian Rare Earths Limited, Kerala, India.



INDIAN RARE EARTHS LIMITED  
( A Govt. of India Undertaking - Dept. of Atomic Energy )

## INTERNSHIP (February 2016–January 2017)

### DUTIES AND RESPONSIBILITIES

- ✓ Organizing and supervising materials and workers.
- ✓ Site supervision for the maintenance of steel structures within the company.
- ✓ Costing of existing buildings for the land acquisition purpose.
- ✓ Civil store in charge.
- ✓ Preparation of purchase indents.
- ✓ Handling of M-Books.
- ✓ AutoCAD drawings

### KEY ACADEMIC QUALIFICATION

- **Bachelor of Technology (B. Tech) in Civil Engineering. 2015**  
From **Mahatma Gandhi University**, Kerala, India.

### SOFTWARE SKILLS

- **Autodesk** certified courses on **AutoCAD 2D and 3D, Revit Architecture, 3ds Max, STAAD Pro and Primavera.**
- **Thorough knowledge in windows operating systems, MS Office, Excel, PowerPoint.**

### ABOUT ME

- **Co-operative and keen observer**
- **Quick Learner and Hardworking**
- **Problem Solving ability**
- **Team Leadership skills**
- **Creative and Logical**

### PERSONAL PROFILE

- GENDER : FEMALE
- DATE OF BIRTH : 4<sup>th</sup>August, 1993.
- MARITAL STATUS : MARRIED
- NATIONALITY : INDIAN
- DRIVING LICENSE : INDIA
- PASSPORT NO : U5095645
- VISA STATUS : VISIT VISA