

Shona Mathew

Civil Engineer- Project Coordinator



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Summary

3 years Work experience in Civil Engineering coordination and ISO auditing field. A passionate employee willing to work in any circumstances.

Possess good communication and interpersonal skills.

I have been focusing on coordinating projects, ensuring final completion dates and made sure that all the departments involved understood the scope of work. I love getting work done and managing projects. I am a people person and have built lasting relationships with Clients, suppliers and coworkers. I always ensured that the customers' needs were met and that they were kept satisfied with services we provided.

Able to work in-groups as well as independently with minimal supervision.

Skills Summary

MS Project

Auto CAD

Marketing

Research & Analysis

Primavera

ISO Auditing

Human resource analysis

Event Management

Estimating

Professional Experience

Project Coordinator

2015-05 - 2016-10

Electrofos Interiors

Duties & Responsibilities :

Estimating variations in a project.

Monthly/Yearly ISO Audit Internal & External.

Handled purchase & procurement department for time to time site material delivery.

Project Log preparation with maintenance update.

Workers and engineer allocation in respective sites.

Preparation of O & M Manual for every project.

Documentation Preparation before commencement of projects.

Close out document preparation before handing over of sites.

Weekly Client meeting coordination.

Coordination with Client for approvals.

Sales Coordinator which includes coordination between the Sales and the Estimation department.

Assistant Professor

2013-07 - 2015-04

Manipal University

Duties & Responsibilities:

Conducting classes & seminar's on Survey & Construction Management

Project Head and adviser for final year students

Research & Marketing Executive

2013-04 - 2013-06

Aladin Advertising

Duties & Responsibilities:

Research in market strategies
Commercial association with Client
Client competent analysis
Event analysis

Education

Bachelors in Civil Engineering

2009 - 2013

Karunaya University

Efficient Civil Engineer procedures equipped with professional project planning, execution and project management skills were trained during my course which helped me to excel in all fields equally

Master in Construction Engineering and Management

2013 - 2015

Manipal University

Construction management is a professional discipline concerned with the effective procurement of built facilities in the context of time, cost and quality objectives, and the growing imperative for sustainable development. Courses comprise an excellent mix of hands-on practice and theory, and integrated studies in technology and building management.

TECHNICAL ACTIVITIES

Presented various papers related to *Bamboo Reinforcement in Construction Industry* at IIT Bombay and IIT Chennai and won gold medal.

Attended two days workshop on new age managerial skills and engineering ethics at MIT, Manipal

B-tech project in IIT Roorkee under National Institute of Hydrology on the topic sedimentation rate in Ghatprabha reservoir, Karnataka

Published 2 papers on Labor Productivity In Construction Industry Internationally

AREAS OF INTEREST

Project Management, Human Resource Management, Planning and Coordination

INTERESTS

Event Hosting, Dance performances, Choreographer, Traveller, Event Management

REFERENCES

Mr. John C John, Vice President, Shoba Construction Developers

Mr. Nishanth Narayanan, CEO, Aladin Advertising & Interiors