

# JERRY JOSE

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## CAREER OBJECTIVE

To become a successful professional, willing to work as a key player in an innovative and competitive world with dedication and commitment. To contribute highest level of passionate efforts to the work, being responsible and innovative to accomplish a sense of organizational citizenship through competence, perseverance and team work.

## PROFESSIONAL SUMMARY

- 8 years & 8 months of experience in construction companies and Gov. sector in INDIA.
- A team player with good technical, analytical and management skills.
- Ability to plan workload in a structured manner and prioritize action as per project requirement.

## WORK EXPERIENCE

### Previous Organization: WAPCOS Limited

**Duration:** Nov2017 to September 2018

**Designation:** Project Engineer

**Projects:** KITE (Kerala infrastructure and technology for education)

- Monitor the progress of activities, procurement, drawing approval schedule etc. based on approved construction planning documents,
- In charge of two districts (nearly 40 schools)
- Preparing tender documents and uploading in E tender portal
- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.
- Prepare Master List of Materials for the project and maintain Material Approval and Procurement Programme.
- Validation of Rate Analysis, BOQ preparation based on DSR, Estimates for Government approvals.
- Check measure the bill of quantities

### Previous Organization: Align Construction

**Duration:** Feb 2017 to October 2017

**Designation:** Project Engineer

**Projects:** Kochi Metro Rail Project (Maharajas Station)

### Duties and Responsibilities:

- Coordinate with the subordinates and execute the work as per planned schedules in compliance with project specifications and quality plan.

- Assess manpower, equipment or other resources required to ensure timely completion of the project

**Previous Organization: Kerala State Coastal Area Development Corporation**

**Duration:** 2013 Jan- Feb 2017

**Designation:** Assistant Engineer

**Projects:** Various Government constructions at Thiruvananthapuram and Kottayam district.

**Work profile:** Experience gained in various coastal area constructions Inc. Buildings, Roads etc.

**Duties and Responsibilities:**

- Monitor field work to ensure compliance with standards, procedures, specifications and codes.
- Monitor the progress of activities, procurement, drawing approval schedule etc. based on approved construction planning documents,
- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.
- Preparing Bar Bending Schedule (BBS) and Pour Card.
- Prepare Master List of Materials for the project and maintain Material Approval and Procurement Programme.
- Preparing Rate Analysis, BOQ preparation based on DSR, Estimates for Government approvals.
- Prepare and maintain bill of quantities

**Previous Organization: Ozanam Builders**

**Duration:** May 2011 to December 2012.

**Designation:** Site Engineer

**Projects:** Construction of KVM Engineering College at Cherthala, Shopping complex MG Road EKM

**Duties and Responsibilities:**

- Become thoroughly knowledgeable with the project's contract documents, drawings, specifications and scope of work.
- Ensure the project complies with all engineering standards, codes, specifications and design instructions.
- Attend and actively participate in project coordination and owner/contractor meetings as requested or required.
- Preparing daily progress report and reviewing the schedule.
- Prepare and maintain bill of quantities.
- . Conducting or organizing technical meetings with the suppliers / sub-contractors and consultant.

**Previous Organization: Align Builders**

**Duration:** June 2010 to April 2011.

**Designation:** Site Supervisor

**Projects:** Residential apartment of Skyline builders

**Duties and Responsibilities:**

- Coordinate with the subordinates and execute the work as per planned schedules in compliance with project specifications and quality plan.
- Assess manpower, equipment or other resources required to ensure timely completion of the project and inform the respective construction managers.
- Prepare daily site report.

## ACADEMIC QUALIFICATIONS

Academic Year	Course	Institution	Board/University
2006-2010	B.Tech (Civil Engineering)	Amal Jyothi College of Engineering Kangirappally	Mahatma Gandhi University, Govt. of Kerala
2006	HSC	Girideepam Kottayam	Board Of Higher Secondary Examination, Gov. of Kerala
2004	SSLC	Girideepam Kottayam	Board of Secondary Examination, Govt. of Kerala

## SOFTWARE AND HARDWARE EXPOSURE

- Application Packages - Auto CAD, MS – Project, MS-OFFICE.

## PERSONAL PROFILE

- Date of Birth : 22<sup>th</sup> March 1988.
- Passport Number : J 5808980.
- Date of Expiry : 30<sup>th</sup> June 2021.
- Sex : Male.
- Marital Status : Married
- Nationality : Indian.
- Religion : Christian
- Linguistic Abilities : English, Hindi, Malayalam.

Strengths: -

- Willing to learn and work in challenging and creative environment.
- Organizing skills, Teamwork and confidence.
- Good Aptitude, Punctuality, Optimistic.
- Computer and Communication skills.

- Technical and environmental adaptability.

Interests: -

- Literature, Reading, Watching Football, Cricket, World Cinema.

## PERSONAL COMMITMENT

It is therefore my personal commitment to the organization that I shall serve the same with dedication, by ensuring that the organization continues to yield the optimum growth and everything I do is to meet your growing expectation from me. The integral part of my contributions will be towards the continuous growth of the organization.

I consider myself familiar with Civil Engineering related aspects and I shall abide by the rules and regulations of the organization. I hereby declare that the above-mentioned information is true to the best of my knowledge & belief and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Kottayam Kerala

Date:

**-JERRY JOSE**