

SWARGA VARGHESE

Doha- Qatar

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Visa: Residency Permit

Driving License-Qatar

UPDA: Trainee



OBJECTIVE:

- Dedicated and reliable professional with B.Tech (Civil) from Holy Grace Engineering College with 71.5% marks.
- Acquired practical knowledge through various trainings and academic projects.
- Possess mathematical foundation, logical thinking & ability to work in pressure situations.
- Team player with a quick learning capacity.

PROJECT AND SEMINAR:

- Project done on the topic "COMPARATIVE STUDY OF FINE AGGREGATES USEABLE IN CONCRETE."
- Seminar done on "A REVIEW ON EXPANDED POLYSTYRENE SANDWICH PANEL".

SKILLS:

- Designing applications: Auto CAD, STAAD Pro, Revit, 3dsMax
- Operating system: Windows XP/Vista/7
- Others: MS Office Tools (Word, Excel, Power Point)
- Strong interpersonal and leadership skills
- Excellent time management skills

INTERSHIP:

CIVIL ENGINEER

Global Constructions, Kerala India

- ❖ On site research about the construction work for jewellery, mainly roof concreting by using PT (Post Tensioning) method.

EXPERIENCE:

PROCUREMENT ASSISTANT:

Al-Athbi Trading Group W.L.L., (May 2020-July 2021) (Electrical Company)

- ❖ Assisting with the daily activities of the procurement department.
- ❖ Assistance with obtaining quotations, placing orders and co-ordination of their timely dispatch to clients while ensuring that goods purchased are to specification in terms of quality, quantity and within delivery timelines.
- ❖ Maintaining and securing the purchasing departments administrative records and data.
- ❖ Knowledge in Wiring Accessories and Isolators, (Brand: SCHNEIDER, SCAME).
- ❖ Supporting the purchasing department with all elements of administration to ensure its smooth running and functioning.
- ❖ Provide inputs to the implementation of procurement management policies and strategies on cost saving and reduction.
- ❖ With consultation with the Procurement Manager negotiate with suppliers to obtain the best possible purchasing terms and conditions and trouble shoot client issues in a timely and professional manner.
- ❖ Working with vendors to discuss items, discounts, and arranging proper delivery of items.

ADMINISTRATION ASSISTANT

Marine Air Conditioning and Refrigeration Co, Al Mansoura Doha, (Oct 2019- April 2020)

- ❖ Registering tender enquires, sending enquires to Suppliers Preparing Documentation for Tender Submission etc.
- ❖ Preparing Quotations, Letters, Memo, Notice HR Documents and so on.
- ❖ Answering main phone lines, taking messages and redirecting calls as required.
- ❖ Handling and Prioritizing all outgoing and incoming emails and Document Controlling.
- ❖ Organizes and Maintains administrative office filing system. Preparing and Managing staff's attendance register.
- ❖ Organize and Schedule meetings, taking minutes and updating it in the database.
- ❖ Conducting Telephonic Interviews.
- ❖ Preparing Contracts for Main Jobs and Annual Maintenance Jobs.
- ❖ Preparing Documentation for Gate pass for main Job Sites.

Smart Home Engineering and interior consultancy, Kerala India, (2016-2017)

- ❖ One year experience as Assistant Engineer, assisted with the development of engineering designs, drawings, plans and interior designs.

ACADEMIC QUALIFICATION:

2016	Holy Grace Academy of Engineering College Calicut University	Civil B.Tech	71.5%
2012	S.C.G.H.S.S Kottakkal Higher Secondary School	Science & Maths	88%
2010	S.C.H.S.S Kottakkal High School	Science & Maths	94%

ACHEVEMENTS:

- Attended National Conference on Innovative Engineering (NICE) at Holy Grace Academy Of Engineering.
- Attended techfest conducted at Sahradaya Engineering College, Thrissur Kerala.
- Coordinated department and association functions in college.

ABOUT ME:

Date of Birth	November 16 1993
Nationality	Indian
Marital	Status Married
Languages	English, Malayalam,Tamil

REFERENCE: Available on request