



A B H I R A M I . M

Civil Engineer

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Doha ,Qatar

## About

I seek challenging opportunities to upgrade my skills and contribute effectively. I am a detail-oriented Civil Engineer with over 5 years of experience in drafting, administration, and as document controller, having worked in both government and private sectors. I excel in technical drawing, project management, and organizational skills, ensuring accurate documentation and efficient workflows. My problem-solving abilities and strong time management help me consistently meet deadlines and overcome project challenges. I am passionate about continuous learning and thrive in team-focused environments.

## Academic

### • Schooling

#### •11th - 12th grade

Government Higher Secondary School Manathana, Kerala.

### •Professional Education

#### •Bachelor of Arts in History

Nirmalgiri College, Koothparamba, Kerala.

#### •D- Civil

Govt Industrial training Institute, Peravoor, Kerala.

## Working Experience

### • Architectural Draughtsman

Baroque Design & Build, Qatar

Sept 2023 -  
Till now

- Preparing architectural detail drawings.
- Detail drawing of interior layout such as ceiling, floor, etc.
- Working closely with the architect.
- Prepared Drawings of Wooden furniture.

### • Draughtsman, Document Controller

Emmanuvel Architects and Engineers

Sept 2022-  
Aug 2023

- Preparing working drawings and sanction drawings.
- Coordinating with architects and vendors for preparing drawings.
- Preparing scope and scheduling the project.

## Personal Details

D.O.B : 10/12/1998

Nationality - India

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## Software Skills

Autocad

MS Office suite

MS Excel

MS Powerpoint

MS Word

## Other Skills

Organisation

Multitasking

Communication

Proficient typing

## Language

English

Hindi

Malayam

Tamil

- Interacting with clients and preparing the project brief.
- File documents in physical and digital records
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- Check for accuracy and edit files, like contracts.

- **Sub Engineer**

*March 2021- July 2022*

Kerala State Electricity Board Limited

- Assist Civil Engineer for day-to-day works at Site.
- Monitor the contractor's plan with the project plan.
- Plan the task break down, project implementation time coordinating with the supervisor.
- Assist the supervisor to prepare progress reports
- Preparing scope of the project.
- Preparing Tender Documents.
- Preparing estimation of the project.
- Participate in the site meetings as required by the project.

- **Project coordinator , Estimator**

*Feb 2020 -*

*Feb 2021*

Navigation and Sub Division office Kannur,  
Kerala

- Hosted estimating training sessions to lead and coach others in the estimation process.
- Provided accurate estimates by defining scope, and timeline. potential setbacks and limitations.
- Preparing project brief.
- Preparing all documents as per the project requirement.