

# Aasem Khan

## **Civil engineer, Quantity Surveyor, Estimation and costing.**

Nizamabad, Telangana 503001

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+919700574480

- 3 years of Experience in Construction and Interiors.
- Good Knowledge and Experience in AutoCAD, Quantity Survey, Estimation & Costing.
- Expertise in Planning, Executing, Monitoring & Control.
- Good working knowledge on M.S Office.
- Knowledge on Budgeting, B.O.Q's, W.O'S & P.O'S (work orders and purchase orders)
- Possess Good Verbal and Written Communication Skills.

## Work Experience

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### **Site Engineer cum Marketing Advisor**

Acor Infra - Hyderabad, Telangana

February 2018 to Present

Working as a Site engineer in a facade specialist company, The GlassMen.

Duties: Quality control, Manpower update, Material flow, Estimation costs, Total costs, Logistics update.

- Worked as Site Administrator in Juice Salon.
- Worked as Site Engineer at Ancon Interiors Pvt. Ltd.

Project #1 (Current project):

Project Name: Repete Breweries, Workspace.

Role: P.M.C

### **Site Administrator**

Juice Salon - Salon, Uttar Pradesh

Transport of Materials - Salon, Uttar Pradesh

Quotations of material, Billing, Transport of Materials.

Hiring Manpower, Rate finalization, Work Dead lines.

Project #3

### **Site Supervisor**

Axis & HDFC Bank

Responsibilities: Interior execution of Banks.

Safe rooms, storages, CCTV Surveillance, Signage's.

Partitions, Glass works, Elevations, Façade.

## Education

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## **B.E in Affiliated to O.U**

Muffakham Jah College Of Engineering and Technology

Sri Chaitanya Jr. College.

### Skills

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BUDGETING (Less than 1 year), CASH (Less than 1 year), ESTIMATION (Less than 1 year), INVOICE (Less than 1 year), PAYMENTS (Less than 1 year)

### Additional Information

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#### Technical Skills

- Architectural Advisor, Estimation and costing of materials.
- Billing and Labor Payments.
- Negotiations and Budgeting (Actual cost, Spending cost)
- Project progress, Cash inflow, Running bills, Payments (Client, Contractor)
- Snag completion report, Finalising project, Final Invoice.