

ASHA THANKAPPAN

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CAREER OBJECTIVE

Obtaining a responsible and challenging position in an interesting and dynamic environment where I can utilize my strategic planning, leadership and technical experience along with my enthusiasm and creative talents, to stamp my mark in the growth of a prestigious institution.

CAREER SYNOPSIS

❖ **A Civil Engineer with 6 years Gulf Experience & 4.5 years Indian Experience:**

- ⇒ Currently as **Lecturer** from Jan 2021 in **IGPT Polytechnic College, Perumbavoor.**
- ⇒ **Project Analyst** from Sept 2014 - June 2016, with **Damac Properties, Dubai.**
- ⇒ **Estimation Engineer** from May 2010 - August 2014, with **Alumco LLC, Dubai.**
- ⇒ **Senior Lecturer,** from October 2007 to May 2009, in **Royal College of Engineering and Technology, Kunnampulam, Kerala.**

ACADEMIC CREDENTIALS

Year of Passing	Course	Institution	Board	Score	Grade
2007	B.Tech in Civil Engineering	SCMS School of Engineering & Technology, Kochi	MG University	80.5%	Distinction with Honours
2003	Class XII	C.K.M.N.S.S High School, Kerala	CBSE	82%	High Distinction
2001	Class X	C.K.M.N.S.S High School, Kerala	CBSE	85%	High Distinction

IT EXPOSURE

Application Packages : MS OFFICE , AUTOCAD , OST, STAAD, MS PROJECT
System Skills : Online researching, Database management

EMPLOYMENT CHRONICLE

JAN 2021 – Till Date **IGPT COLLEGE, PERUMBAVOOR** **LECTURER**

Key Accountabilities:

- ⇒ Handling various Engineering subjects: Engineering Mechanics, Surveying, Mechanics of Solids, Transportation Engineering for various branches and semesters.
- ⇒ The Project In Charge , Seminar Guide , Lab in Charge and Class Tutor for numerous groups of students.
- ⇒ Staff Coordinator for maintaining Student profile in SBTE portal.

SEPT 2014 – JUNE 2016 **DAMAC PROPERTIES, DUBAI** **PROJECT ANALYST**

Key Accountabilities:

- ⇒ Detailed Quantity Take-off from issued drawings and make clear records of the assumptions / exceptions / deviations made for the preparation of estimates.
- ⇒ Prepare detailed budgets for the project and calculate the final project cost per Built Up & Sellable Areas for the approval from Projects Control SVP Team & Chairman.
- ⇒ Liaise with Planning, Design, Technical, Commercial, Procurement, ID departments to prepare value engineering options, for presenting to the Top Management.

MAY 2010 – AUG 2014 **ALUMCO L.L.C, DUBAI** **ESTIMATION ENGINEER**

Key Accountabilities:

- ⇒ Identify subcontractors / suppliers, send enquiries, follow up, prepare a detailed comparative statement of quotations and negotiate for the best offer available.
- ⇒ Estimate the complete project and prepare itemized Bill of Quantities, Offer Letter, Technical Compliance statements and present to Chief Estimator / Commercial Manager for finalization.
- ⇒ Maintain an updated log of Benchmarking Database for all Quotations received for the projects.

OCT 2007 – MAY 2009 **Royal College of Engineering & Technology** **Sr. Lecturer in Civil Engineering**

Key Accountabilities:

- ⇒ Handled various Civil Engineering subjects: Engineering Mechanics, Surveying, Mechanics of Solids, Fluid Hydraulics, Structural Analysis and Structural Design for higher semesters.
- ⇒ Was the Project-In-Charge and Seminar Guides for numerous groups, guiding them through the new researches and concepts in a variety of topics.
- ⇒ Was the Lab in Charge for Surveying, Material Testing 1 & 2 Labs including their theory sessions, model and university lab examinations.

POSITION OF RESPONSIBILITIES

- ⇒ **Editor of Department Newsletter** : published monthly, for creating an opportunity to boost up the literary talents of students and staff. Was responsible for inspiring and motivating the students towards creative writing, the collection, filtering and editing of received articles to publish an interesting newsletter edition, on time.
- ⇒ **Asst: Placement Officer** : for the Pre-final & Final year Students. Contact and Meet up with the recruitment officers from reputed companies, coordinate and help in conducting the placement tests and interviews in the college for all engineering branches. Also maintain an updated database with the complete details of the students, presentable to the recruiters
- ⇒ **Ladies Hostel Resident Tutor** : The Staff-in-Charge responsible for maintaining disciplined lifestyle of the entire hostel of nearly 140 girls. Resolve the never ending list of issues from poor canteen food to water and electricity supply, ragging issues, daily outings, compulsory study time, hostel celebrations, tours, study holidays, library issues, emergency medical concerns and so on. Building a good rapport with all the inmates to become the compassionate and understanding friend whom they can trust with their personal issues.
- ⇒ **Cultural Events Staff Chairman** : The Main event coordinator for all major cultural functions conducted in college. Starting from the selection of teams, organizing the various committees, seeing into the needs of the participants and smoothly coordinating the entire staff & students for a successful event completely.
- ⇒ **Secretary of Staff Recreation Club** : Successfully organized and actively participated in the Annual Day, Staff Tours, Indoor & Outdoor Sports Competitions, Onam & Christmas Celebrations for Staff with Family in a grand manner. Also held monthly executive committee meetings, recording the minutes, and prepared reports to be approved by committee.
- ⇒ **Main Trainer and Brain** behind the Stepping Stones Orientation Programme. Conducting, inspiring and motivating the students through Interactive sessions with help of Ice-Breaker games, Quizzes, Debates, Role plays, Skits, Extempore Speeches, Group discussions etc

ACADEMIC ACHIEVEMENTS

- ⇒ Second Topper in Civil Engineering Batch in College.
- ⇒ Second Topper in Class XII.
- ⇒ First in Maths Quest in High School Level (Kuwait).
- ⇒ Debate Chairperson and Member of School Literary Club throughout in High School.

EXTRA CURRICULAR ACTIVITIES

- ⇒ **Team Leader of VIUAE** : A NGO with more than 1000 volunteers from nearly 40 different nationalities providing help to Human and Animals in need of care and support in UAE.
- ⇒ **Complete Event Organizer** : Annual Day, Sports Day, Cultural Events and Festive Functions in School, College, Workplace & Various Clubs repeatedly.
- ⇒ **Secretary of FRAMES** : Association of Civil Engineering Students, SCMS.
- ⇒ **Master of Ceremony** : for FRAMES, LIONS Club District Events repeatedly.
- ⇒ **1ST in Dance competitions** : for State & District Level in Classical & Western forms repeatedly.
- ⇒ **Active Member of LEO Club** : being the LEO Club Treasurer (2003-04),
& LIONS Club International LEO Club President (2004-05),
LEO Club Secretary (2005- 06).
- ⇒ **Sports & Games** : Badminton & Throw ball player, amateur in Athletics.

PERSONAL NICETIES

- ⇒ Place & Date of Birth : 13-02-1985, Kuwait
- ⇒ Permanent Address : "Ashirwad", Next to Sri Maheshwary Marbles,
Chirangara, East Koratty, Thrissur, Kerala, 680308
- ⇒ Gender & Marital Status : Female & Married.
- ⇒ Driving License : Valid Indian & UAE Driving License Holder
- ⇒ Languages Known : English, Hindi, Malayalam, Tamil
- ⇒ Hobbies : Reading, Dancing, Researching, Music & Travelling.
- ⇒ Strengths : Good Inter-personal Skills, Oratory Skills, Responsible,
Hardworking, Quick learner, Ability to Work in Pressure