



TEENA ELIZABETH MATHAI

PROFILE

A highly driven professional with 6 years of experience in the construction field with major expertise dealing with clients and documentation requirements entailing construction works with a dedicated approach towards responsibilities

CONTACT

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WORK EXPERIENCE

Planning & Billing Engineer

- Shape Constructions

2018–2021

1. Delhi Metro Rail Corporation
(FEBRUARY 2018 – DECEMBER 2020)
2. Petronet LNG Limited, Vypin
(MARCH 2019 – OCTOBER 2021)
3. Central Warehousing Corporation, Kochi
(JULY 2020 – FEBRUARY 2021)
4. Kochi Metro Rail Limited
(MARCH 2019 – FEBRUARY 2021)

Junior Engineer (Site Office)

- Marks Outsourcing – Delhi Metro Rail Corporation
Ltd 2016–2017

1. Construction of the Metro viaduct and stations along Aluva to Kalamassery corridor.

Junior Engineer (Site Office)

- Abutstone Project Solutions Pvt Ltd 2015–2016

1. Kochi Metro Rail Ltd- DMRC

Construction of Entry/Exit Building at RHS and LHS for the Kochi Metro Rail Project at Pulinchodu and Ambattukavu

- ✓ Oversee all on-site work to ensure projects are completed on schedule, within budget, in accordance with the engineering design
- ✓ Preparation of civil measurement bills and accompanying documents as per requirement for billing purposes

PERSONAL DETAILS

Date of Birth: 19th November, 1993

Gender: Female

Nationality: Indian

Languages known:
English, Malayalam

- ✓ Review and agree contracts with vendors and subcontractors, weighing up quality against cost
- ✓ Prepare and submit accurate job estimates and cost analyses
- ✓ Collaborate with clients, vendors and subcontractors to ensure completion of projects
- ✓ Produce and accurate project timeline including key milestones and detailed work orders
- ✓ Identify and deal with potential problems and issues
- ✓ Accurately maintain project files including contracts and blueprints
- ✓ Ensure client and technical team coordination and communication
- ✓ Capable of empathizing with customer needs

EDUCATION

St Joseph's College of Science & Technology, Palai

- ✓ Bachelor of Technology in Civil Engineering, May 2015

KEY SKILLS AND CHARACTERISTICS

- ✓ Dynamic and creative strategies
- ✓ Prioritization and time management
- ✓ Analyze and predict financial requirement and offer quote accordingly
- ✓ Communication and Customer service skills
- ✓ Leadership skills
- ✓ Technical knowledge enabling effective client-technical team liaison
- ✓ Ability to negotiate within pricing boundaries
- ✓ Problem-solving with effective and long-term solution generation