



AMAL JOY

SUMMARY

Motivated Civil Site Engineer with 4 years of hands-on experience in engineering construction and 1 year as an Assistant Planning Engineer / Project Coordinator. Seeking a challenging career opportunity within a respected organization to further enhance my technical proficiency and analytical skills. Committed to building a stellar professional reputation by aligning my goals with the organization's objectives.

PROFESSIONAL EXPERIENCE

January 2023 - Current

Assistant Planning Engineer, Project Coordinator. Larsen & Toubro Limited | Kerala

Project Name : 400kV Wayanad-Kasargod TL.

Project Location : Wayand to Kasargod District (Kerala)

Duties :

- **Supervision and Oversight:** Ensured the successful execution of project works, procurement of construction materials like steel, cement, and formboxes.
- **Reporting:** Prepared Daily Progress Reports and visual charts to monitor all project activities.
- **Financial Management:** Managed the preparation of Client Invoices, Subcontractor Bills, and Work Order requests.
- **Planning and Execution:** Oversaw the planning and execution of project works in alignment with design specifications.
- **Coordination:** Actively collaborated with the client, subcontractors, and regular staff to maintain smooth project operations.
- **Documentation:** Submission of Drawings and letters for getting approvals from client. Accurately archived documents, facilitating record consolidation for future reference.
- **Measurement and Reconciliation:** Prepared measurement and reconciliation data in consultation with the client, enabling accurate billing and documentation for subcontractors.

October 2022 - January 2023

Project Engineer (On Deputation) Larsen & Toubro Limited | Trichy

Project Name : OFC Network BharatNet Ph2 - TANFINET Pkg C

Project Location : All over Tamilnadu (10 Districts)

Duties :

- **Pre-Task Plan (PTP):** Prepared and obtained approval from management for Pre-Task Plans before commencing work, ensuring comprehensive project planning.
- **OFC Cable Stringing:** Planned and executed overhead

📍 Chiyaram, Thrissur - Kerala, India, 680026

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✉️ amaljoy1597@gmail.com

KEY SKILLS

- **Client Engagement and Coordination:** Proven ability to effectively engage with clients and coordinate project requirements.
- **Time Management:** Strong time management skills with a consistent track record of meeting project deadlines.
- **Punctuality:** Committed to delivering work on time and within specified schedules.
- **Team Collaboration:** Excellent team player with strong communication skills to foster cooperation and teamwork.
- **Adaptability:** Quick adaptation to new environments and a talent for establishing positive relationships with diverse individuals.
- **Responsibility:** Willingness to accept and carry out responsibilities with dedication and accountability.

COMPUTER KNOWLEDGE

- **Working Platforms:**

AutoCAD 2D (Good Knowledge), Revit Architecture, 3ds MAX

- **Microsoft Proficiency:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Outlook
- **Graphics Software:** Photoshop (Basic Knowledge)

LANGUAGES

Malayalam, English, Hindi, Tamil: First Language

Malayalam: C2
████████████████████
Proficient

English: C2
████████████████████
Proficient

Hindi: C1
████████████████████
Advanced

Tamil: B1
████████████████████
Intermediate

INTEREST

Driving
Athletics
Travelling
Music

REFERENCES

Available upon request

stringing of OFC cables, contributing to the successful project implementation.

- **Route & Line Survey:** Conducted route and line surveys to facilitate the smooth execution of project activities, ensuring efficient workforce.
- **Tool Inspection and Pep Talks:** Regularly inspected tools and conducted safety briefings (Pep Talks) to maintain a safe and productive work environment.
- **Client and Electricity Board Coordination:** Coordinated with the client and State Electricity Board to secure necessary shutdowns, optimizing project efficiency.
- **Safety and Quality Adherence:** Maintained strict adherence to safety and quality standards, ensuring a high level of work integrity.
- **Emergency Lit-Up:** Completed stringing activities within stipulated timelines to address emergency situations promptly.
- **Joint Measurement Certification:** Prepared Joint Measurement Certificates and verified them with third-party authorities to guarantee accurate project documentation

May 2022 - October 2022

Project Coordinator Larsen & Toubro Limited | Shornur, Kerala

Project Name : Closing of Transgrid 2.0 Kochi Lines Package

Duties :

- **Client Communication:** Served as the primary point of contact for client inquiries, addressing complaints, and ensuring effective communication.
- **Client Concern Resolution:** Actively listened to clients, comprehensively understanding their requests and concerns to provide appropriate solutions.
- **Financial Documentation:** Prepared the Final Deviation Statement after conducting material reconciliation, a critical step in processing the Final Bill.
- **Billing and Retention:** Managed the billing process and actively followed up on the collection of final retentions, ensuring financial closure.
- **Project Closure:** Oversaw the submission of all necessary documents for the formal closure of the project, ensuring that all project-related paperwork was in order.

August 2018 - May 2022

Project Engineer (Civil) Larsen & Toubro Limited | Ernakulam

Project Name : Transgrid 2.0 Kochi Lines Package - Upgradation /

Construction of 220/110 kV MCMV line on turnkey basis.

Project Location : Pallivasal Substation to Aluva Substation - D Package (KA section & KP section), Pallikara Substation to Aluva

Substation - B Package

Duties :

- **Construction Activities:** Responsible for various construction activities, including marking, excavation, foundation work

- (PCC, RCC, reinforcement bar binding, shuttering), and revetment walls (marking and RR masonry works).
- **Tool Inspection and Pre-Task Planning:** Conducted tool inspections and prepared Pre-Task Plans (PTP) before commencing any work, ensuring comprehensive project planning.
 - **Safety and Quality:** Demonstrated strict adherence to safety and quality standards throughout project execution.
 - **Technology Usage:** Utilized company apps for monitoring and managing project activities.
 - **Transmission Line Dismantling:** Managed destringing of existing transmission line conductors and dismantling of old transmission towers.
 - **Planning and Execution:** Oversaw the planning and execution of works in alignment with project designs.
 - **Coordination:** Coordinated with the client, contractors, and company supervisors, managing safety stewards and supervisors.
 - **Billing and Documentation:** Prepared Joint Measurement Certificates (JMC) in collaboration with the client for contractor billing, and maintained accurate records.
 - **Reporting:** Generated Daily Progress Reports (DPR) for all site activities, ensuring transparent communication.
 - **Contractor Management:** Engaged new contractors for project completion and took on additional tasks like forest area survey, tree marking, and tree cutting work, following proper permissions and approvals from higher authorities.
 - **Forest Area Foundation:** Successfully completed the forest section foundation works within the given timeframe, contributing to the overall project's success.

CERTIFICATION

Diploma in Architectural Designs

Student ID - AC180793090

EDUCATIONAL QUALIFICATION

2018

Diploma | Civil Engineering

Sree Rama Government Poly Technic College , Thriprayar-Thrissur , Kerala

Passed with Distinction, CGPA - **8.98** out of **10**

2015

Higher Secondary Education | Biology Science

St. Thomas College H.S.S , Thrissur, Kerala

Passed with Distinction, Percentage - **87.08%**

2013

High School Education

Holy Angels Higher Secondary School, Ollur - thrissur, Kerala

Passed with Distinction, Percentage - **95.5%**

TRAININGS ATTENDED

- **Supervisory Development Program**
Collaboration with L&T and Indian Institute of Technology, Madras
- **Safety in Transmission Line**
Conducted by L&T Constructions
- **Hazard Identification and Risk Assessment Training**
Conducted by L&T Constructions
- **Basic First Aid Training Program**
Certification No: ARB/CHN/200119/06
- **Industrial Training at Asset 'Chiraag' Viyyur**
KM ELAIS Constructions Private Ltd.
- **One-Day Seminar on 'Low-Cost Building Construction'**
KILA, Mulangunnathukavu, Thrissur
- **Workshop under Finishing School Program**
Conducted in SRGPTC, 2017-2018

ACHIEVEMENTS

- **State Level Athletics Meet (4 Years):** Active participant in the State Level Athletics Meet for four consecutive years.
- **7th Place in State Athletics Meet (80m Hurdles):** Achieved 7th place in the State Athletics Meet in the 80-meter hurdles category, showcasing sportsmanship and dedication.
- **District and Sub-District Level Prizes:** Consistently excelled by winning numerous prizes in District and Sub-District level Athletics meets, highlighting athletic prowess and commitment.
- **KCSL Activity Prizes (High School Education):** Recognized and awarded for accomplishments in KCSL activities during high school education, demonstrating versatility and active participation

PERSONAL DETAILS

- Nationality : Indian
- Date Of Birth : 01-05-1997
- Father's Name : Mr. Joy K K
- Address : Kundukulangara(House) Chiyaram(P.O) Thrissur - 680026
- Marital Status : Married
- Passport Number : S2038503
- Driving Licence Number : 8/9542/2015