**Navin Joseph**

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**Professional Profile**

I am a highly qualified, confident, and organised construction professional with a master’s in construction project management (with BIM), and a bachelor’s degree in civil engineering. Having worked in the construction sector for nearly 3 years in various fields including geotechnical engineering, environmental engineering, residential and commercial buildings, hydrology, ecology, and waste management, I am now ambitious to leverage this experience in site management. I am experienced in project management, site supervision, delegation, quality control, and developing strong working relationships with site operatives and clients. In my most recent role as a construction quality assurance ground engineer, I successfully and independently planned and coordinated a 45,000sq ft landfill project from start to finish, including organising the schedule of the work, planning, reporting, costings, and budgets. I am also a student member of the Chartered Institute of Building (CIOB) and the Royal Institute of Chartered Surveyors (RICS).

**Skills & Achievements**

Student member of the Charted Institute of Building (CIOB)

Student member of the Royal Institute of Charted Surveyors (RICS)

Full Clean UK License

Cat & Genny Certificate

**IT Skills**: BIM Software packages, Microsoft Office including Microsoft Excel, Microsoft Project, Microsoft Word, Microsoft Publisher, AutoCAD, Revit, STAAD Pro, True View, Teams, SLACK, Office 365, Basic C programming and C++.

**Skills and Abilities:** landfill construction activities, gas control, waste management, project management, design calculation and analysis, creating construction plan, engineering construction, construction technical report writing, construction quality assurance procedures, environmental monitoring, ground investigation, site supervision, groundworks,commercial awareness, designing, reviewing drawings, planning and research skills, groundworks, on site supervision, NEC 3 supervision, NEC3, JCT contact management, huge understanding on the UK health and safety standards, HSE supervision, risk assessments, preparation of building development plans, swot analysis, feasibility studies, design review, optioneering studies, site visits, cost estimates, CDM regulations, procurement, hydrology works, hydrological risk assessment, ecology works, surface water management, leachate water management, ground water management, budget planning and control, sampling and testing, tendering, set out.

**Additional skills:** Hybrid working, flexibility, hardware knowledge, Technical Support, Troubleshooting, Numerical Skills, creativity, adaptability, critical thinking, time management, BIM Analysis, Project procurement, decision making, stakeholder engagement, conflict resolution, project planning, project documentation, quality control, safety records, environmental regulations, planning permission, ability to Lead a Team, Works in a fast environment, word processing, data entry, administrative experience, communication skills, organizational skills, outstanding understanding of Microsoft systems, Problem-solving skills, self-starter, Proactive approach for learning and working, Solution-focused approach, resilience, and supply chain management.

**Achievements:**UK Environmental Agency approved CQA Engineer.Successfully executed the 2023 30-day Newt survey for the UK government ecology department.

**Education and Qualifications**

**MSc Construction Project Management with BIM (advanced practice) 2:1 2020 – 2022**

Northumbria University, Newcastle upon Tyne, UK

Modules included: BIM theory and practice, procurement and supply chain management, people in project management, construction project planning and delivery, integrated BIM project and advanced practice.

Dissertation: Transforming construction to accelerate zero carbon

**Bachelors in Civil Engineering 2:1 2014 – 2018**

VMRF Research Foundation, India

Modules included: Design of concrete structures, Sustainable Engineering, Strength of materials, Structural Engineering, Quantity surveying and valuation, Estimation and planning, Engineering mechanics, Transportation Engineering, Hydraulic Engineering, Geotechnical Engineering, Engineering Graphics, Surveying and Environmental Engineering.

Dissertation: Altering Asphalt Road payments for water storage, recycling and sewage system

**Relevant Experience**

**Graduate Construction Quality Assurance (CQA) Ground Engineer Jan 2023 – Dec 2023**

Wardell Armstrong LLP, Stoke on Trent, UK

* Successfully and independently planned and coordinated a 45,000sq ft landfill project (Bradley Park) from start to finish, including organising the schedule of work, costs, and budgets.
* Provided supervision and contract work for multiple landfill sites in the UK, including the midlands region and northeast region, and covered 16,000 miles in 2023.
* Supervised site managers, contractors, site operatives, site engineers and surveyors on a day-to-day basis.
* Effectively collaborated with the project manager to prepare feasibility studies for 20+ major UK and overseas projects and supported with 7+ overseas projects from contract management, design support, tendering, feasibility study, planning to the development stage.
* Assisted the project manager with procurement, invoices, bidding, various business development initiatives and projects, cost analysis, pre-construction work, budgeting, reporting and client meetings.
* Paid high attention to detail when checking materials, designing documents with surveyors and engineers, inspecting work, and overseeing quality control.
* Regularly monitored progress of the projects, attending meetings with clients, and maintaining regular communication to inform them of progress.
* Promoted and maintained health and safety, including site inspections to ensure safety rules were followed.
* Successfully met deadlines for drawing up construction quality assurance reports for the Environmental Agency.
* Promptly dealt with any unexpected problems in a professional manner, working calmly under pressure.

**Project Manager Intern (6 months) Jan 2021 – June 2021**

Vemury Structural Consultancy Ltd, Newcastle upon Tyne, UK

* Successfully led and managed a team both in person and virtually to effectively overcome geographical barriers in flood risk control.
* Efficiently delegated tasks to team members during different stages of the project and set deadlines.
* Professionally conducted meetings with the client and efficiently produced reports in a timely manner to brief the client on the development of the project.
* Confidently planned and delivered weekly presentations to the client to advise them of plans and to propose options.
* Successfully worked under pressure to lead the team, meet deadlines, monitor progress and deal with problems in a professional and timely manner.
* Confidently used AutoCAD and Autodesk Revit to perform in-depth design evaluations.
* Utilised in-depth knowledge of BIM technology to optimise project workflow and enhance cross-disciplinary collaboration, resulting in streamlined processes and improved project outcomes.

**Project Engineer (small scale residential and commercial) July 2018 – Dec 2019**

Biju Abraham & Co., Kerala, India

* Confidently supervised and managed site operatives including bricklayers, masons, tilers, and painters who worked on the construction and extraction sites.
* Regularly monitored progress of the project, promptly dealing with any issues that occurred, and enforced stringent project controls to ensure timely completion of the project.
* Professionally led meetings with site operatives and clients in face-to-face settings.
* Efficiently prepared and submitted daily reports to the company head officer outlining project updates and progression, labour management, materials collected at the site each day, and budget control.
* Used Microsoft Excel and Microsoft Project to schedule payments for labour, materials, and equipment, and submitted and processed invoices each week using Microsoft Excel.
* Researched, sourced, negotiated, and obtained the best prices and quotes from suppliers.
* Checked technical drawings for adherence to standards and maintained operational compliance.
* Analysed the design of commercial and residential buildings and ensured work was done according to the design. Procured materials such as 20mm metal, m sand, cement, steel, solid block etc. at the site as required.

**Internship**

**Site Management 02/2024**

Completed site management internship on newly built residential houses of Your Homes Newcastle with Equans, Newcastle upon Tyne, UK.

**Additional Experience**

* **Policy Adviser** – Department for Work and Pensions (DWP), Newcastle, UK **2022 – 2022**
* **Technical Support Adviser** – Occucon, Gateshead, UK **2022 – 2022**
* **Support Worker**- Kare Plus, Newcastle, UK **2021 – 2022**
* **Assistant Store Manager** – Esso Rontec, Seaton Burn, UK **2020 – 2021**