

Attn: HR Manager

KEERTHANA RATNAVEL

460B BUKIT BATOK AVENUE 9 #04-29, Singapore 652460

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E-Mail: keerthi.ratnavel@gmail.com

Dear Sir / Madam,

APPLICATION FOR THE POST OF DESIGN/PROJECT/SITE/GEOTECHNICAL/PLANNING/TRAFFIC ENGINEER

I am **Keerthana Ratnavel**, a **Civil Engineer** wish to submit my application for the above mentioned post for your kind consideration. I have successfully completed the **Bachelor of Science of Engineering (Hons)** in Civil Engineering from the University of Peradeniya, Sri Lanka (**Singapore PE Board approved, Washington Accord Recognized, IESL, ECSL**). I have **3.5 years** of experience in the **Civil Engineering** field. I have gone through a specialization in Civil & Structural Engineering. I want to enrich my knowledge by having an overseas experience in my area of expertise. So, I think your organization would be the best to join and start with. Please be kind enough to consider me as a potential applicant.

Languages : **English, Tamil**

Computer Literacy : **STAAD Pro, ETABS, PROKON, IDEA Statica, AutoCAD, SAFE, PLAXIS 2D, ABAQUS, MS Office Packages**

Experience : **3.5 years** in Civil Engineering Construction, Designs and Management
(**1 year 6 months in Site & 2 year 2 months in Design Engineer**)

Availability : **Immediately**

Salary : **Negotiable**

Technical subjects I have done

- **Pile foundation design**
- **Structural Analysis & Design**
- **Project management**
- **Dynamics of structure**
- **Concrete mix Design**
- **Design of High-rise buildings**
- **Shallow foundation design**
- **Fluid mechanics & hydraulics**
- **Geotechnical Design**
- **Traffic System Design**
- **Highway Pavement design**

I possess good knowledge in Basics of design, design practices, site construction practices, Problem solving in planning and construction. I believe that the combination of my Engineering knowledge and my experience is well-suited to your organization. I would be able to work independently with minimum guidance and supervision. I wish to be part of your esteem team. Herewith I have attached my resume for further consideration. I welcome the opportunity to discuss the appointment and look forward to hearing from you.

Thank you.

Yours faithfully,

Keerthana



KEERTHANA RATNAVEL

B.Sc. Eng. (Hons.) in Civil Engineering



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PERSONAL INFORMATIONS

- Date of birth : 07.12.1996
- Nationality : Sri Lankan
- Gender : Female
- Marital status : Single
- Languages : English & Tamil

COMPUTER LITERACY

- STAAD.Pro
- Plaxis 2D, SLOPE/W
- Revit Structure
- MS Project
- SAP2000
- ETABS
- SAFE
- MS Office Package
- IDEA StatiCa, PROKON & Tekla Tedds
- AutoCAD
- Tekla Structural Designer
- Primavera P6

CODE PROFICIENCY

- Experience in structural design of concrete buildings in accordance with **Eurocode & British code**
- Experience in structural design of concrete buildings in accordance with **Australian & New Zealand code**
- Advanced structural design (high rise buildings & pre-stressed concrete structures)
- Experience in design of steel buildings accordance with Eurocode 3
- Highway design in accordance with AASHTO
- Geotechnical Design. (ERSS works, Retaining wall, Shallow and Deep Foundations)
- Preliminary Design of Sanitary & Sewer Distribution and Irrigation Design (Reservoir Design)

CAREER OBJECTIVE

Experienced Civil Engineer with 3.5+ years in infrastructure design and construction. Skilled in current design standards, time management, and delivering high-quality, accurate solutions. A results-driven professional dedicated to providing timely and effective solutions to engineering challenges while ensuring project success.

ACADAMIC QUALIFICATIONS

B.Sc. (Hons.) in Civil Engineering

University of Peradeniya, Sri Lanka

Medium: English (Full time, 4 years)

(Singapore PE Board approved, Washington Accord Recognized, IESL, ECSL)

WORK EXPERIENCE

Position : Structural Design Engineer

Firm : Unistrut Consulting Engineers (Private) Limited

Duration : Jan 2023 to Present

- Involved in analysis & design of various concrete structures covering elements such as beams, columns, and raft footing using **ETABS, SAFE & Prokon**
- Involved in analysis & design of various Steel structures covering connection design & connection detail using **STAADPro, IDEAStatica, Hilti Profis and Excel spreadsheet**
- Involved in analysis & design of Composite Beam, Aluminum façade, handrails, canopy, temporary structures using **STAADPro and Spread sheet**
- Prepared analysis report & **AutoCAD and revit** structural drawings for **RC buildings, steel structures, steel connection details** and existing structure check
- Attended and liaised with contractors/clients in the weekly internal progress project meeting
- Authority submission preparations for **URA, BCA, JTC, BP, PUB and SCDF**
- Involved in Quasi static design calculation for shock design in CD Station Analyze flexible and rigid connection systems according to CD material & workmanship specification using Excel spreadsheet
- Authority submission preparations for **LTA, BCA (CKS, CKM and CKE** submissions)
- Design report preparations of **RC building, steel pipe racks, steel & glass canopy, Aluminum cladding and foundation** design according to the code of practice of authorities
- Analysis and design of ERSS works using Plaxis 2D and Excel spread sheet, Such as open-cut excavation and strutted excavation

Position : Part time Structural Design Engineer.

Firm : Stable Structure PVT Ltd

Duration : Jan 2024 to Present

- Manually designed and analyzed timber and steel structures for residential and commercial projects
- Developed pile foundations, retaining walls, and structural details through detailed drafting

SKILLS

- Good Communication Skills in English
- Good analytical and problem-solving skills
- Willing to learn and enhance my knowledge
- Ability to influence and gain commitment from colleagues, subordinates, and superiors
- Able to work under tight deadlines and handle multitasks

RESEARCH PROJECTS

1. Individual project

Study on Dynamic response of under sleeper pad (USP) used in ballasted rail track – A numerical study

2. Multi-disciplinary project

- Project Title: “Development of a Residential Complex for Staff Accommodation for the University of Peradeniya as a Public-Private Partnership.”
Personal Role:
 - ✓ Designing of Pile foundation using **Plaxis 2D** and Beams & Columns using **ETABS**
 - ✓ Prepare final report.

REFERENCES

Eng. Ponnampalam Thusiyanthan
Professional Engineer,
Ronnie & Koh Consultants Pte Ltd.
✉ : thushi@rkconsi.com
☎ : +65 62257128

Eng. L. Lavan,
Resident Engineer,
Surbana Jurong Pte Ltd., Singapore.
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☎ : +65 86098152

I hereby certify that the information given above is true and accurate to the best of my knowledge.

R. Keerthana

Keerthana.R

Position : Project Engineer

Firm : China state construction Engineering corporation Ltd

Project : Proposed new erection 24-storey dwelling house, Colombo

Duration : (Jan 2022 to Dec 2022)

- Engaged with the structural works such as culvert, pier, retaining wall, drainage constructions and road work including embankment, sub base, ABC, shoulder laying, priming and asphalt laying
- Assisted the project manager in project planning (**MS Project**), implementation and the coordination of all construction work on the project site
- Responsible for **bored piling works** including depth confirmation, lowering steel cages, ensuring no collapse of soil and concrete pouring
- In-charge of slump test, cube test, and compaction test and ensure the quality of work
- Analyzed Test reports. Such as **PDA, PIT and Bore hole test**
- **Resource levelling** when necessary to stay within the project timeline
- Review of project documentation including drawings, specifications and schedules to ensure accuracy and completeness
- Maintained & updated **daily record** of all works done including **records of tests**, status of works, safety, site diary, materials and equipment on site, manpower, day works, monthly work progress report, provisional quantities, etc
- Coordinated **surveying & setting** out for foundation, columns, staircases and other structural works
- Checked the reinforcements according to the plumbing lines, electrical conduits before concreting
- Prepared of **bar bending schedules** and **rebar assembling works** of beam, slab and column
- Prepared **progress reports, method of statement (MOS), safety work procedures, risk assessment**
- Prepared the **bills for sub-contractors, labor suppliers, and direct labors** for their work done
- Ensured the **material availability** and the **quality of materials** before commencing the work by coordinating with suppliers

Position : Site Engineer

Firm : Nawaloka construction company Pvt Ltd, Sri Lanka

Project : Second Integrated Road investment Programme, Ampara, Sri Lanka

Duration : (July 2021 to Dec 2021)

- Monitored all structure works **flexible pavement & culvert**
- Organized, managed & executed site activities and ensure all works are carried out as per **construction drawings**, specifications, & method of statements
- Co-ordinate earth works such as **soft ground treatment**, embankment works and **ground improvement techniques** and **construction (ABC, Asphalt)**
- Carried out Initial cross section works and designing for **new center line using Civil 3D**
- Co-ordinated reinforced concrete works. Including **checking rebar works** with construction drawings, & checked the quality of concreting works
- Coordinate with Survey officers and Material lab staff to carry out the construction works. (**Field density test, DCP Test, Asphalt tests and Material approvals and Joint Measurements**)
- Coordinate with QAI and Quantity Surveyors
- Involved in **setting out, levelling**, instrumentation and monitoring survey