Curriculum Vitae

# Kelly Crafar

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# Personal Summary

I am a motivated person with excellent planning and organizational ability to establish goals, and attain results. I enjoy working as part of a team or individually to deliver and maintain a high standard of academic outcome.

I can communicate effectively with people from diverse backgrounds and will be an asset to any employer who respects responsibility. I would prefer to work within a company that offers professional growth while being innovative and resourceful.

# Area of Expertise

* Proven ability in Surveying, Site management and Project management.
* Comprehensive knowledge of NZ 3910, NZ 4202, NZ 3604 and Health & Safety standards.
* Advanced skills on MS Office, Word, Excel
* Strong with maths and numbers.
* Computer savvy with expertise in both hardware and software.
* Ability to coordinate and organize.
* Experience as team leader of up to 100 working staff.
* Proficiency in accounting through experience.
* Excellent interpersonal and communication skills.
* Strong relationship building & customer services skills.
* Ability to work in a fast paced, reactive environment.

# Work Experience

### **Project Engineer**

March 2016 – June 2016

Himalayan Builders and Engineers Pvt Ltd, Kathmandu, Nepal

### Job Description but not limited to following

* Project worth 5 million USD with total area of 25000 square meter and more than 100 working staff.
* Managing all the subcontractors and workers.
* Managing health and safety on site.
* Preparing bills, reports and other documentations.
* Conducting meetings and presentation.
* Quality assurance and quality control.
* Managing time, cost and materials for the site.

### **Project Engineer**

May 2014 – November 2015

Ingenious Developers Pvt, Ltd, Kathmandu, Nepal

### Job Description but not limited to following

* Design and construction consultant.
* Prepare report and Auditing the Bill of Quantity.
* Site inspection, Quality Assurance and Control
* Manage health and safety on site.

### **Civil Site Engineer**

### February 2011 – April 2014

### Nepal Adarsha Nirwaan Company Pvt, Ltd. – Kathmandu, Nepal

### Job Description but not limited to following

* Site supervision, Quality Assurance and Control.
* Manage time cost and material for site.
* Manage all the subcontractors and workers
* Survey, Layout and Built as per design at site.
* Prepare report and Auditing the Bill of Quantity
* Reporting to Project Manager

### **Trainee Engineer**

### April 2010 – February 2011

### GTL Nepal Limited (Eastern Network Pvt, Ltd) – Kathmandu, Nepal

### Job Description but not limited to following

* Survey for the location with the help of GPS to construct the telecom tower
* Constructing the base of the tower.
* Managing health and safety on site.
* Managing subcontractors.
* Managing time, cost and money in the site.
* Quality assurance and quality control.
* Reporting to Project Manager.

# Education

### **Graduate Diploma In Construction Project Management (Level 7)**

### 2016 - 2017

Unitec Institute of Technology

Auckland, New Zealand

### **Bachelor in Civil Engineering**

### 2005- 2010

Acme Engineering College

Kathmandu, Nepal

# Interest and community involvement

* Playing Cricket, Football and other sports
* Playing musical instruments
* Outdoor activities
* Social activities

# Referees

Available on request.