



BALIKA THAPA

Civil Engineer | Bachelor in Civil Engineering (Final Year) | Diploma in Civil Engineering
Itahari-2, Sunsari, Koshi Province, Nepal
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PROFESSIONAL SUMMARY

Civil Engineer awaiting final semester results of Bachelor's degree in Civil Engineering from Purbanchal University, with a Diploma in Civil Engineering and close to five years of progressive field experience across engineering consultancies and construction firms. Background spans site supervision, contract administration, IPC preparation, quality control, quantity surveying, DPR preparation, municipal drawing and property valuation. Currently working as a Sub Engineer, handling overall site management and contract administration from the contractor's side. Seeking to bring a well-rounded technical and site-management skill set to a growth-oriented engineering organization.

AREAS OF EXPERTISE

Site Supervision & Overall Site Management, Contract Administration (Contractor Side), IPC Preparation, Quality Control, Measurement & Quantity Surveying, DPR Preparation, Municipal Drawing Preparation, Property Valuation & Assessment, Land Surveying, AutoCAD, Civil 3D & SketchUp Design, Client & Stakeholder Coordination.

ACADEMIC CREDENTIALS

Degree	Institution	Board/University	Year	Result
Bachelor in Civil Engineering	Purbanchal University, School of Engineering (PUSOE), Morang	Purbanchal University	2079-2083 B.S.	Result Awaiting
Diploma in Civil Engineering	Sushma Koirala Memorial Engineering College, Itahari	CTEVT Board	2078 B.S.	76.16%
Secondary Education Examination (SEE)	Universal Secondary Boarding School, Itahari	NEB Board	2073 B.S.	3.25 GPA

WORK EXPERIENCE

Sub Engineer | CDS Nirman Sewa, Myanglung, Terhathum

July 2025 – Present

- Manage overall project execution including work planning, preparation of work programs, and progress reporting.
- Conduct site visits, measurement, data collection, quantity calculation, and supervision of works, including quantity and quality control.
- Handle procurement and contract administration from the contractor's side, including e-bidding and related documentation.
- Carry out engineering survey, design, estimation, construction supervision, and IPC/bill preparation.

Intern Engineer | Regional Project Management Office (RPMO), Itahari

Internship, Eighth Semester B.E. Civil Engineering (2026)

- Gained hands-on exposure to water supply and sewerage construction projects under the Urban Water Supply and Sanitation Project (UWSSP).
- Conducted site visits, observing technical execution, Reviewed Interim Payment Certificates (IPCs), contract documents and quality-control records.
- Participated in stakeholder coordination meetings with contractors and consultants, and assisted with project documentation.

Sub Engineer | Sarbottam Engineering Solutions Pvt. Ltd., Kathmandu

July 2024 - July 2025

- Prepared Detailed Project Reports (DPRs), carried out site surveying and estimation for various construction projects.
- Drafted engineering drawings in AutoCAD for multiple project assignments, working remotely.

Sub Engineer / Valuator | Pathibhara Engineering Consultancy, Itahari

2021 – 2024

- Conducted site visits and prepared property valuation reports for residential and commercial clients.
- Prepared and processed municipal & valuation drawings, coordinating approvals with local municipal offices.
- Carried out land surveying and site visit to support design, valuation, and drawing-approval work.

ACADEMIC PROJECT

- B.E. Final Semester Project: Study and Design of Hill Road.

TRAININGS & PRACTICAL EXPOSURE

- Practical training in Property Valuation.
- Surveying practice at the B.E. and diploma level Survey Camp.
- 3-Day Practical AI Workshop by Danson Solutions Pvt. Ltd. (Online).

SKILLS

Design & Computer Skills: AutoCAD, Civil 3D, ETABS, SketchUp, Smart Road, MS Office (Word, Excel, PowerPoint), Email & Internet.

Personal Skills: Leadership & Team Management, Problem Solving, Client Communication, Plan Development, Research, Encouragement & Motivation.

Languages: English, Nepali, Hindi.

RELEVANT COURSEWORK

Construction Project Management, Civil Engineering Planning & Design, Reinforced Concrete Design, Surveying, Structural Analysis, Estimating & Costing, Infrastructure Development, Environmental Engineering, Geotechnical Engineering, Hydrology & Irrigation Engineering, Engineering Economics, Technical Communication & Report Writing.

CORE COMPETENCIES

- Site coordination and relationship management with contractors, clients, consultants, and municipal authorities.
- Team collaboration and effective communication in multi-disciplinary project environments.
- Sound analytical judgment and attention to detail under field, regulatory, and time constraints.

PROFESSIONAL INTERESTS

- Infrastructure development.
- Contract administration and site management.
- Continuous professional development in civil engineering design and construction supervision.

PERSONAL INFORMATION

Father's Name	Bir Bahadur Thapa
Mother's Name	Tej Kumari Thapa
Husband's Name	Suman Khadka
Permanent Address	Itahari-2, Sunsari, Nepal
Nationality	Nepali
Religion	Hindu
Marital Status	Married
Driving License	00496747 (B, K)

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. References available upon request.



Balika Thapa