

ELSA ALEXANDER

SUMMARY

Technical Coordinator with a robust history at healthcare institutions, effectively overseeing facility operations and construction projects from initiation to completion. Demonstrated expertise in strategic planning, team collaboration, and compliance, consistently driving project success. Proficient in document management and leadership, achieving objectives on schedule and within budget constraints. Targeting opportunities to further enhance project delivery and operational efficiency.

EXPERIENCE

TECHNICAL COORDINATOR, 08/2023 - 08/2025

BELIEVERS CHURCH MEDICAL COLLEGE HOSPITAL - TIRUVALLA, INDIA

- Coordinate and oversee construction projects from conception to completion.
- Review project plans and specifications to ensure compliance with building codes and regulations.
- Develop project schedules, timelines, and budgets.
- Communicate with contractors, architects, engineers, and other stakeholders to ensure project success.
- Monitor project progress and make adjustments as necessary to ensure timely completion.
- Prepare and submit project status reports to management.
- Manage project documentation, including contracts, change orders, and other project-related materials.
- Collaborate with other departments and teams to ensure project success.
- Generate purchase and work orders.
- Process bills submitted by contractors and vendors by quantifying the work done.
- Assist the Technical Head in various tasks as needed.

ENGINEER, 10/2018 - 12/2021

BABY MEMORIAL HOSPITAL - CALICUT, INDIA

- Assistance in all the civil construction projects of the hospital, including layout preparation, materials selection and procurement, estimation, planning, and execution.
- Periodic inspection of processes and equipment to ensure that the water treatment plant is functioning effectively, as per specifications from institutions and government authorities.



CONTACT

Address: 907, Al Minha Medical Clinic Apartment,
Masoud Bin Rabe'ah Street
Abushagara, Sharjah
GSM : 056 557 5130
Email: elsaaalexander94@gmail.com

SKILLS

- Document management
- Decision-making
- Strategic planning
- Operations management
- Conflict resolution
- Team collaboration
- Time management

- Crisis management by suggesting feasible solutions.
 - Developed and implemented engineering strategies to improve production efficiency.
 - Collaborated with cross-functional teams throughout the development process to ensure successful outcomes.
 - Coordinated activities with suppliers, contractors or other departments.
 - Finished projects on time and within budget.
 - Assess the performance of the engineering department using quality indicators, like KRA, KPI.
 - Report preparation and documentation of all activities of the department.
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EDUCATION

MASTER OF TECHNOLOGY, ENVIRONMENTAL ENGINEERING, 01/2018

APJ ABDUL KALAM UNIVERSITY - Kochi, Kerala, India

BACHELOR OF TECHNOLOGY, CIVIL ENGINEERING, 01/2016

M.G. UNIVERSITY - Kochi, Kerala, India

AISSE, CBSE 12TH, 01/2012

BHARATHIYA VIDYA BHAVAN - Calicut, Kerala, India

AISSCE, CBSE 10TH, 01/2010

BHARATHIYA VIDYA BHAVAN - Calicut, Kerala, India

LANGUAGES

- ENGLISH
 - MALAYALAM
 - HINDI
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PERSONAL INFORMATION

- Passport Number: V2138473
- Date of Birth: 02/03/1994
- Nationality: Indian
- Marital Status: Married
- Religion: Christian