Hafiz

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**Sub: Application for the Post / Site Engineer- Site Inspector- Site Supervisor**

Dear Sir,

Being given to understand that there exists, a vacancy for the above mentioned post, I wish to offer my services for the same,and I shall be grateful if you would consider my candidature .

I hereby submit my resume for kind perusal.

Given a chance to work for your firm, I shall discharge my time and effort to the entire satisfaction of my self & management.

A waiting your early reply and thanking you in advance.



**Resume for the Post of: Site Engineer/ Site Inspector / Site Supervisor**

**Visa Status:** Employ Visa

**Objective**

To establish a career in a consultant / Construction company where I can contribute and make a significant impact by raising standards and setting benchmarks for accurate execution, monitoring and timely completion of project.

**Summary of skills**

* Progressive **5** years of professional experience in project execution
* Extensive knowledge of the methods, techniques and principles of project execution and quality control
* Skilled in analysing and preparing weekly and monthly progress reports
* Familiar with planning, budgeting and accounting
* Possess strong written and verbal communications skills
* Excellent PC skills with strong emphasis on database and data analysis, Microsoft Excel, PowerPoint and Word , Auto Cad.

**Personal Statement**

I am a progressive, ambitious and enthusiastic worker committed to the task undertaken. I am innovative in thinking approach and result oriented team player. I have the ability to assess opportunity and risks together with capability to manage stress, time and people with conformity to organizational goals.

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| **Professional Particulars** |  |
| Professional Qualification |  |
|  | B Tech ( hons) in Progress. |
|  | Diploma of Associate Engineering (3 Years Civil),  GCT Rasul, Punjab Pakistan |
| Certifications |  |
|  | Auto CAD  MS Office  Total Station  Auto Level |
| Cumulative Experience | **5** Years |
| Computer Skills | MS Excel, MS Word, & Auto cad |
| Driving License | Valid UAE Driving License |
| Languages | English & Urdu |
| Personals |  |
| Date of Birth | 21-07-1987 |
| Nationality | Pakistani |
| Religion | Islam |
| Marital Status | Single |

**Employment History**

**From March 2012 to Till Date**

EMPLOYER: Nazim Maint& Gen Cont L.L.C

Position : Site Engineer

Project : Private villas, industrial, institutional and commercial Projects

**From Nov 2010 to Sep 2011**

EMPLOYER : Al Mahreen Enterprise

Position : Site Supervisor

Project : Navel Officer Quarter Project Islamabad

Client : Military Engineering Services

**Projects Detail**

1. Company:- Nazim Maint& Gen Cont L.L.C

Position Site Engineer

Project: - Upgrading work of Veterinary Clinics Al Samha & Al Khatim

Consultant Terrace Engineering Consultant

Client: - Musanada & Abu Dhabi Food Control Authority

1. Company :- Nazim Maint& Gen Cont L.L.C

Position: - Site Engineer

Project: - Construction of Multipurpose Hall and Store Ruwais

Client ADNOC

Consultant GASCO

1. Company:- Nazim Maint& Gen Cont L.L.C

Position: - Site Engineer

Project : - Residential Villa in Muhammad Bin Zayed City Abu Dhabi

Consultant: Honnovar Engineering Consultant

1. Company:- Nazim Maint& Gen Cont L.L.C

Position: - Site Engineer

Project : - Residential Villa in Muhammad Bin Zayed City Abu Dhabi

Consultant: - Crown Engineering Consultancy Beauro

**Job Responsibilities**

* Monitoring all the civil works including structure and finishing works
* Preparing weekly and monthly progress reports
* Updating periodical site visit report in Building Permit Control System
* Reviewing and approving shop drawings
* Checking all the submittals (materials and drawings)
* Attending the site meetings (Progress and technical) to resolve the daily site issues and related ambiguities for the timely completion of project
* Inspecting all the civil works according to approved shop drawings and make sure the usage of approved materials
* Initiate site observation and Non-conformance reports if deficiencies occurred
* Evaluation of subcontractor's for the work packages.
* Preparing technical comparison of subcontractors.
* Co-ordinating with main contractor and subcontractor for the timely completion of activities at site.
* Coordination and checking the surveyor works done at site, Checking all the setting out and survey works at site.
* To confirm that the work executed according to the approved shop drawing and method statements.
* Solving the critical issues related to the drawing and execution works at site
* Checking material take off and quantities at site.
* Maintaining a log of site inspections, NCR and submittals.
* Setting out, leveling and surveying the site;
* Checking plans, drawings and quantities for accuracy of calculations;
* Overseeing the selection and requisition of materials and plant;
* Overseeing quality control and health and safety matters on site;
* Day-to-day management of the site, including supervising and monitoring the site labour force and the work of any subcontractors;
* Planning the work and efficiently organising the plant and site facilities in order to meet agreed deadlines;
* Liaising with any consultants, subcontractors, supervisors, planners, quantity surveyors and the general workforce involved in the project.

**References**

Available on request