# 20BILAL

**E-mail**: bilal.33474@2freemail.com

**Objective:**

*To be a part of challenging and demanding working environment. Responsible approaches, honesty, commitment to my work are the tools. I have been equipped with to carve my way through.*

**PersonalInformation:**

**Name** ***Bilal***

**Date** **of** **Birth** ***November 29, 1982***

**Place of Birth *Doha, Qatar***

**Gender** ***Male***

**Nationality** ***Pakistani***

**Religion** ***Islam***

**Martial Status *Married***

**Experience*:***

**SITE ENGINEER / CAD OPERATOR**  (**April 2010- June 2015**)

**HAIF CONTRACTING COMPANY KSA**

**Responsibilities were:**

* Prepare site layout & surveying work.
* Control execution of work (Formwork-Excavation-Backfilling)
* Make surveying in each area.
* Issue inspection & test plans.
* Prepare cost estimates & project details.
* Collaborate with the team to ensure client satisfaction.
* Ensure proper safety precautions on the site for client satisfaction.
* Ensure proper supply of all equipment on the project.
* Organize meetings with consultant and ministry in the interest of the projects.




**SENIOR SURVEYOR / CAD OPERATOR** **ARABIAN ROCK CONTRACTING COMPANY** (**March 2008 - July 2009**)

**Responsibilities were:**

* Prepare site layout & surveying work.
* Control execution of work (Formwork-Excavation-Backfilling)
* Make surveying in each area.
* Issue inspection & test plans.
* Prepare cost estimates & project details.
* Collaborate with the team to ensure client satisfaction.
* Ensure proper safety precautions on the site for client satisfaction.
* Ensure proper supply of all equipment on the project.
* Organize meetings with consultant and ministry in the interest of the projects.

**DATACONTROLLER**

**SHIFA INTERNATIONAL HOSPITAL ISLAMABAD**

**(October 2004 – September 2007)**

 **Responsibilities were:**

* Ensure entered data accuracy by comparing with basis documents & identified errors.
* Assist with purchasing & oversight of office equipment and supplies.
* Perform modifications, edits & deletions to the database based on authorized and approved documents.
* Identify problematic data during the entry and comparison process.
* Perform testing of data entry screens for database limits and review of data entry guidelines as requested.

**AREA SUPERVISOR (February 2003 – March 2004)** **GROUP 4 SECURITIES UAE**

* Supervising security personal.
* Carrying out close supervision of onsite security personal.
* Providing leadership, guidance and support to security staff.
* Professionally handling all sensitive and confidential information.
* Handling complaints in a diplomatic manner.

**Education:**

**2005** **DIT (*Diploma in Information Technology***)

 NATIONAL INSTITUTE OF SCIENCE & TECHNICAL EDUCATION

 ISLAMABAD, PAKISTAN

**2002** ***DIPLOMA IN SURVEYING***

 PMDC INSTITUTE KHEWRA, PAKISTAN

 **2001** ***INTERMEDIATE CERTIFIACTE***

 GOVT. GORDON COLLEGE RAWALPINDI, PAKISTAN

 **1999 *MATRICULATION CERTIFICATE***

PAKISTAN AIR FORCE INTER COLLEGE

 KALLAR KAHAR, PAKISTAN

**ComputerSkills*:***

* AUTOCAD 2D / 3D
* ARC VIEW GIS
* MICROSOFT OFFICE
* COMPUTER NETWORKING
* COMPUTER HARDWARE PROFESSIONAL

**Driving License:**

 Valid **SAUDI ARABIA** Driving License for light vehicle Manual /Automatic

**Languages:**

* ENGLISH
* ARABIC
* URDU
* PUNJABI