**RAZEEN**

**E**-**Mail:**[***razeen.362453@2freemail.com***](mailto:razeen.362453@2freemail.com)

**Application for The Post of Civil Engineer.**

To:  
The HR / Personal Manager  
Dear Sir / Madam,  
  
With reference to above mentioned subject, I’m pleased to offer my services as Civil Engineer for your esteemed company. I have completed **Advance Diploma in Civil Engineering and Quantity Surveying at City & Guilds**, course in the field of Civil Engineering. That course is established in SRILANKA under the guidelines of Bachelor of Engineering of United Kingdom (BE-UK).I was completed some construction related software (Auto Cad 2D & 3D, Excel and MS Office) and documentation (R/F bar schedule preparing, Water Treatment Plant, Specification and Contracts) procedures.  
  
I would also like to mention here that I am a Sri Lankan Civil Engineer having **five years’ experience in Gulf & Sri Lanka**, I have thorough knowledge in all kind of high-rise buildings construction, Facility Management, Quantity Surveying and Estimation activities.

Ability to adapt, willingness to learn when required, industrious, punctuality and team work are the few key factors that I possess, which I am sure would go a long way in making my skills better. Finally, while thanking you for your kind perusal, if given an opportunity, I assure you of quality service to the best of my ability and contribution in building the reputation of my employer regardless of any constraints.

Looking forward for a favourable response,

Thanking you in Anticipation.

Thanks.  
Yours faithfully,  
Razeen

**RAZEEN**

**Advanced Diploma in Civil Engineering & Construction Economics.**



*Overview*

* Dynamic professional over **4 years ‘experience in Gulf & Sri-Lanka** as an **Engineer** in Contractor, Consultant and Facility Management organizations.
* Successfully completed **Advance Diploma in Civil Engineering & Quantity Surveying.**
* Successfully completed **Diploma in Civil Engineering & Quantity Surveying.**
* Successfully completed **AutoCAD 2D&3D.**
* Conversant with software such as **MS Office** (word, excel, project) including Windows XP Operating System and Familiar with Auto CAD base measurement.
* Excellent Fluency Communication skills in English, Sinhala and Tamil with good professional practice ideas.
* A quick learner of new technologies and willing to put in extra effort to use them if the project requires it at required time.



*Profile*

A flexible, self-motivated Engineering graduate with good communication and team working skills and excellent team player. Have a commitment towards quality and the ability to work well under pressure.



*Experience*

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| **1. Employer** | **: MOSANADA-Facility Management Service (Aspire Logistic -QATAR)** |
| **Designation: Civil Engineer** | |
| **Period** | **: From 28th September 2015 to Date** |
| **Projects** | **: Aspire Zone Project-Facility Management Services (Al-Aziziya)** |

Duties & Responsibilities

* + Estimation and costing on the basis of conditional survey report
  + Preparing BOQ
  + Auditing the quality and progress of the work.
  + Monitoring of service orders on CAFM which includes creating, dispatching to contractor, completion and closing of service orders.
  + Estimation and costing of the awarded project works.
  + Following the contractor till the completion of the work
  + Coordinating with client to get cost approval.
  + Using AutoCAD to make building drawings with engineering sketches.
  + Cost management and reconciliation, budgetary control/developer’s budget.
  + Preparing Documentary of Completion Works.

**2. Employer: CHINA GEO-ENGINEERING CORPORATION (SRI LANKA)**

**Designation: Assistant Civil Engineer**

**Period** **: From 01st August 2013 to 15th September 2015**

**Projects** **: Greater Colombo Water Rehabilitation & Water tank Project.**

Duties & Responsibilities

* + Site Visit & attending Variation Meetings.
  + Preparing Bar Bending Schedules.
  + Preparation of Monthly Progress Reports and invoices for subcontractors.
  + Studying Structural Drawings and execution on site.
  + Scheduling Base Line, Progress Tracking, Organizing Activities, Developing Bar chart/Histograms, and Identifying Critical Path.
  + Supervision of Concrete Works, Rebar Fixing, involving in QA/QC activities, Conducting Testing of Concrete.
  + Billing of concrete and steel, Rate Analysis and cost Estimation**.**
    1. **Employer: Edward and Christie – Sri Lanka C1 Grade Company**

**(Civil Engineering & Road Development Contractors)**

**Designation: Quantity Surveyor**

**Period** **: From 18th February 2013 to 25th July 2013**

**Projects** **: Faculty of Islamic and Arabic Studies at South Eastern University of Sri Lanka.**



*Educational Qualification*

**Higher Education.**

* 1. **Advance Diploma in Civil Engineering (City & Guilds – 3 Years)**
* Successfully completed **Advance Diploma in Civil Engineering and Quantity Surveying at City** **& Guilds, (UK).** That course is established in SRILANKA under the guidelines of Bachelor ofEngineering of United Kingdom (**BE-UK**) (ENR No – YCD9707, Reg. No - 14415)
  + 1. **School Attended**: Zahira National College, Kalmunai (From 2004 to 2009)
* Qualified in G.C.E. Ordinary Level examination in 2006, with **5A**’s, **4B’**s & **1C** (Index-64503879)
* G.C.E Advance Level examination passed **in mathematics stream** (Index-8280940)



*Other Qualification*

* + Successfully Completed the Course of **Auto CAD 2D&3D** computer learning centre Sri Lanka (2012)
  + Successfully completed the course **Electrician Domestic** at Studies in Vocational Training Authority of Sri Lanka. (Reference Number – E40S001/07/01/212

* + Successfully Completed **Diploma in System Engineering** at Studies in College Of Management and Technology International Sri Lanka. (TVEC Reg. No – P18/0029, Reference No - ICT/DSE/07/387)
  + Certificate of **Proficiency in English** (English for Technology Construction Industry) at British College of Applied Studies, Sri Lanka.
  + Certificate of **English Skill Development** of Youth at Sri Lanka Red Cross Society Ampara Branch.



*Personal Details*

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|  |  |  |
| **Sex** | **:** | Male |
| **Civil Status** | **:** | Single |
| **Nationality** | **:** | Sri Lankan |
| ***Expected Salary*** | ***:*** | *Negotiable* |





*Declaration*

* I am very much confident that I am capable of contributing more towards the betterment of your reputed organization while gaining invaluable experience in my fields of interest. I hereby certify the information furnished above true and accurate to my knowledge.

*Razeen*



Signature of Applicant