[Rauf.368708@2freemail.com](mailto:Rauf.368708@2freemail.com)

Rauf

SUMMARY

Over 15+ years of progressive work experience in the field of construction. Experience gained in projects including High-rise buildings, Hospital, hotels, residential, commercial buildings etc. A good knowledge of construction methods and materials, excellent IT and math’s skills, a methodical approach to work, good organizational skills. Manages all costs relating to building and civil engineering projects, from the initial calculations to the final figures. They seek to minimize the costs of a project and enhance value for money, while still achieving the required standards and quality.

Key Skills

* Oversee design progress against schedule and budget.
* Implement corrective measures for identified distractions or issues.
* Review, negotiate and recommend for approval/disapproval on design change orders.
* Administer design subcontract including processing monthly invoices for payment.
* Coordinate and monitor status of design incentive/disincentive programs complying with provisions of design subcontract.
* Perform constructive reviews conforming design to prime contract requirements and proposal commitments.
* Coordinate and control design submittals for owner’s review and approval.
* Facilitate resolving design issues with owner.
* Head and manage procurement of selected materials.
* Assist designer on special research and technical projects.
* Manage entirely materials and data to help establish and maintain effective communication and information systems within unit.
* Perform receptionist role to maintain appointment agenda and inform commitments to team members.
* Provide assistance in sample boards and shop boards preparation for presentation and release to shops.

PERSONAL

* Profile: Male, Married
* Date of Birth: July 06, 1983
* Nationality: Pakistani
* Current Location: Abu Dhabi, UAE
* Current Position: Quantity Surveyor
* Company: Awan Builders Pvt. Ltd.

WORKEXPERIENCE

**June 2012 - Present Awan Builders Pvt. Ltd.**

Position: Design Coordinator

Projects: Commercial & Residantial Multi Storey Buildings

Consultant: Miltary Engineer Services Pakistan

**Feb 2009 - Jun 2012 Bravo Associates**

Position: Design Coordinator

Projects: Construction / Repair of School/ C.M.H. and Colleges and provision of missing facilities

**Feb 2007 - Feb 2009 Sam Traders**

Position: Draftsman

Projects: FACTORY BUILDING (NEAR SCIENCE COLLAGE G.T. ROAD GUJRAT)

**Mar 2004 - Feb 2007 FIM Associates**

Position: Draftsman

Projects: Public and Residential Multi Story Building

**Feb 2002 - Feb 2004 Inter Construct Company Pvt. Ltd.**

Position: AutoCAD Operator

Projects: Construction of Science block (ALAMA IQBAL Open University Islamabad)

EDUCATION

1998~2001 **DAE (Diploma of Associate Engineer Civil)**

Punjab Board of Technical Education Lahore

1995~1998 **Matriculation**

Board of Intermediate & Secondary Education Gujranwala

COMPUTERSKILLS

Basic Utilities/ AutoCAD Expert

3D Max Expert

MS OFFICE Expert

LANGUAGES

English Fluent

Urdu Fluent