**Asif**

**E mail:** asif.370030@2freemail.com

**Summary of Experience:**

I am a Civil Supervisor with oriented & competent Civil engineering professional offerin g **7** years’ Experience Including **2** year experience in the Middle East in the KSA.

A part from this I contribute effectively to the larger goals of an esteemed organization, in the process, making best use of the opportunities provided for, acquisition of knowledg e or skills through experience, team work, growth and management.

**Personal Skills**

* Hardworking, honest and disciplined.
* Ability to handle overwork and constant focus on team goal.
* Capability to interact with various people at different levels
* Can adjust in any environment.
* Good Communication skills.
* Interested in learning and developing new things.
* Excellent commitment to co-operative team work.
* Actively maintain all data.
* Ready to work in individual capacity or team work.

**SAUDI BIN LADIN GROUP (Operation & Maintenance) Kingdom of Saudi Arabia**

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| Designation | : | Site Supervisor |
| Company | : | Saudi Binladin Group. |
| Project | : Al Masjid Al Haram Makkah Al Mukarrama |
| Duration | : | (July 2014- 31 March 2016) |

**Responsibilities:**

Actively participates in all projects, providing leadership, client input/feedback, and general direction**.** Preparation of reports, proposals, project plans, and other supporting documentation, as required. Supervision of site works and to in connect with contractors for improves quality of ongoing works and dealing and counseling with contractors for relevant offers.

**Aga Khan Planning and Building Service, Pakistan.**

Designation : Site Supervisor

Company : Aga Khan Planning and Building Service, Pakistan

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| --- | --- |
| Project | : 2000rft covered Sewerage line |
| Client | : | Ismaili Charitable trust (ICT) |
| Duration | : | 10th November, 2010 to 27th June 2014 |

**Responsibilities:**

1. Successfully develops relationships with clients, industry affiliates, engineers, technologists, technicians, and construction personnel
2. Manages all aspects associated with client relationship management and project service delivery
3. Coordinates the preparation of engineering specifications and drawings, quantity and cost estimates
4. Ultimately responsible for ensuring the civil drawings and specifications meet established project criteria and applicable standards
5. Develops standards related to our civil engineering practice, ensuring best practices for project management and delivery
6. Utilization of industry specific software and related technologies in design and analysis.

**Aga Khan University Hospital Karachi.**

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| Designation | : | Site Supervisor |
| Company | : | Aga Khan University Hospital Karachi |
| Project | : | Operation and maintenance |
| Client | : | Aga Khan University Hospital Karachi |
| Duration | : | 2nd November 2009 to 20th August 2010 |

**Responsibilities:**

1. Supervision of site works and to in connect with contractors for improves quality of ongoing works and dealing and counseling

**DATA ENTRY** **OPERATOR EXPERIENCE**

**Techno industries**

**Designation** : Data Entry Officer

**Company** : Techno industries

**Project** : Head Office

**Duration** : 10st July 2016 to 22th 2017

**Responsibilities:**

* Maintain all Data.
* Preparation of monthly Data statement.
* Receivables and payables reporting.
* Keep information confidential

**Aga Khan Planning and Building Service, Pakistan**

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| --- | --- |
| **Designation** : | Data Entry Officer |
| **Company** | : | Aga Khan planning and Building Service, Pak |
| **Project** | : | PPAF |
| **Client** | : Pakistan Poverty Alleviation Fund |
| **Duration** | **:** | 10th Feb 2010 to June 27th 2014 |

**Responsibilities:**

* Actively participates in all projects, providing leadership, client input/feedback, and general direction
* Successfully develops relationships with clients, industry affiliates.
* Data entry and reporting of the entire PPAF village in the software.
* Maintain all Data.
* Preparation of monthly Data statement.
* Receivables and payables reporting.
* Keep information confidential
* Manages all aspects associated with client relationship management and project service delivery
* Utilization of industry specific software and related technologies in design and analysis

**Educational Credentials**

* Diploma in Civil Engineer from Jinnah Polytechnic Institute Karachi**.**
* S.S.C from Karakorum International University Gilgit Baltistan.

**Computer Skills**

* Ms-Excel, Ms-Word, Ms-Power Point and Auto CAD