The Manager

Human Resource Department

Dubai, UAE

Subject: **APPLYING FOR THE POST OF CIVIL ENGINEER.**

Sir,

With the aspiration to serve in a progressive organization offering job satisfaction, challenging work environment and vast opportunity for career development; based purely upon achievements and results.

Having studied the curriculum in BE Civil Engg and working in well-known national construction concerns, I have gained in depth knowledge of various important areas and procedures observed in Civil & Building works. Having 3 years of working experience and keen knowledge of structural and finishing activities of a building project. Besides, my knowledge of computer software's like BIM, Autodesk Revit ,Autodesk Navisworks, AutoCAD and communicational skills enable me to perform well on the job.

My credentials throughout my academic career are valuable sources to justify my skills, educational achievements as well as my professional skills.

I also believe that my friendly and obliging personality would help me to understand the organization’s culture and working environment to adjust myself with colleagues, superiors and subordinates. I offer myself, for all sorts of selection criteria to be experienced. I believe myself with all technical skills and qualities will be a valuable asset for the organization.

 I would welcome the opportunity to discuss, how I can contribute to the continued success of your organization.

 Thanking you in anticipation. Assuring my best services and immediate attention at all times,

I remain;

**HUZAIFA**



**HUZAIFA.371643@2freemail.com**

PROFESSIONAL CIVIL ENGINEER

**My Aspiration**

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| To pursue my professional career in a reputed, dynamic and prestigious organization which provides the opportunity to its employees to advance and develop their skills in their respective fields. |
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**Job Experience**

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| * **Civil Engineer ( From 24-04-2016 To Date )**

Serving with **Technical Architect Contracting LLC. *(Dubai-UAE)*** in the Capacity of Civil Engineer**Responsibilities Includes:*** Carrying routine works in line with the approved execution drawings.
* Interpret complex engineering design documents, specifications, and drawings.
* Coordinating between structural and architectural drawings and communicating with the project stake holders ( Client, Consultant etc.)
* To conduct daily site inspection in order to monitor ongoing activities as per approved shop drawings, implementation of specification of the project and ITP.
* Preparing daily site plan, following up with the foreman and subcontractor for daily work done, supervising the work and solving issues occurring at site.
* Raising Inspection request for the daily work done and following up with the consultant for site inspections to enhance the speed of work.
* Following any missing item at site in order to cover it.Reviewing drawings and modifying any item that may be changed to bedone quicker, and to avoid any site mistakes for not repeating the job.
* Worked on AutoCAD 2014 used for as build drawings and site coordinates drawings provided by the designer.
* Liaising with the MEP Engineers, sub contractors at site and following up with all the updates in order to complete the work within the required time.
* Coordinating with consultants/clients regarding the quality control measures at site.
* Responsible for Material indents, checking Labor output and quality of works etc.
* Giving feed backs to office for monthly valuations of completed works.
* Attending meetings and competently communicate with the construction personnel.
* Preparing Weekly/Monthly senior management progress reports.
* Verifying the Monthly Bills of sub contractors.
* Ensuring work space for the sub contractor and arranging temporary facilities, material, tools, and equipment for site.
* Achieving the Weekly / Monthly targets given by the senior management.
* Liaising with technical team and updating them in case of any change in drawing or change as per site occurs and following up in order to solve the issue without any delay.

**Major Project*** Project Name: Polo Residence
* 29 (G+4) Residential Buildings at Nad al Sheba 1, Al Meydan . (Archcop Architectural Engineering, Consultant)

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| * Completion Time: *3 Years*
 | * Cost of Project: *AED 780 Million*
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| * **PROJECT ENGINEER ( From 01-04-2014 To 20-04-2016 )**

Serving with **B.F Enterprises *(Karachi-PAK)*** in the Capacity of Project Engineer**Responsibilities Includes:*** Carrying routine works in line with the approved execution drawings.
* Interpret complex engineering design documents, specifications, and drawings.
* Directing the Foreman & Site Engineer of day-to-day site works.
* Liaising with Consultants / Clients at site.
* Responsible for Material indents, checking Labor output and quality of works etc.
* Giving feed backs to office for monthly valuations of completed works.
* Attending meetings and competently communicate with the construction personnel.
* Resolving issues occurring at site..
* Preparing bar bending schedules and steel saving schemes.
* Preparing Weekly/Monthly client and senior management progress reports.
* Verifying the Monthly Bills and claims of sub contractors.

**Major Project*** Project Name: Bahria Homes 8-Marla
* 500 (G+1) Villas in Bahria Town Karachi. (Bahria Town, Consultant)

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| * Completion Time: *24 Months*
 | * Cost of Project: *PKR 138.8 Million*
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* **QUANTITY SURVEYOR *( From 01-12-2013 To 31-03-2014)***

Serve **B.F Enterprises *(Karachi-PAK)*** as a Quantity Surveyor

**Responsibilities Includes:**

* Interpret complex engineering design documents, specifications, and drawings.
* Liaising with Consultants / Clients at site.
* Preparing bar bending schedules and steel saving schemes.
* Preparing Weekly/Monthly client and senior management progress reports.
* Prepared the Monthly Bills of Sub Contractors, Machinery etc.
* Prepared the monthly IPC's and preparing claims for extra work done (if any) for the organization.
* Getting approvals for urgent materials, shop drawings, and technical
proposals.
* Preparing technical proposals for site problems and sending to the
consultant for approval.
* Following any missing item at site in order to cover it.
Reviewing drawings and modifying any item that may be changed to be
done quicker, and to avoid any site mistakes for not repeating the job.
* Worked on AutoCAD 2014 used for as build drawings and site coordinates drawings provided by the designer.
* Prepared a 3D BIM model of the project in order to verify the material quantities and also to manage the effective supply chain, minimize the material procurement issues on site.
* Prepared complete Engineering Estimate of the project.
* Preparing monthly Payment schedules for the sub contractor other parties.

**Major Project**

* Project Name: Bahria Homes 8-Marla
* 500 (G+1) Villas in Bahria Town Karachi. (Bahria Town, Consultant)

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| * Completion Time: *24 Months*
 | * Cost of Project: *PKR 138.8 Million*
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**Scholastics**

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| **2010 - 2014****CGPA 2.905/4.0** | **B.E Civil Engineering**N.E.D University of Engineering and Technology, Karachi. |
| **2008 - 2010****A Grade (76.4%)** | **Higher Secondary School**DJ Sindh Government Science College, Karachi. |
| **2006 - 2008****A+ Grade (86.2%)** | **Secondary School**St.Judes High School, Karachi. |

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**Computer Skills**

* AutoCAD 2D/3D
* MS Office
* Autodesk Revit
* Autodesk Naviswork
* Building Information Modeling (BIM)

**Communication Skills**

Fluent in Spoken and Written English & Urdu, Fluent in Spoken Arabic.

**Personal**

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| Date of Birth: | 15th July 1992 |
| Gender: | Male |
| Place of Birth: | Karachi, Sindh, Pakistan. |
| Nationality: | Pakistani. |
| Marital Status: | Single |

Driving License: Valid Up to 2026

References and Supporting Credentials will be furnished upon request