COVER LETTER

SYED

[Syed.372156@2freemail.com](mailto:Syed.372156@2freemail.com)

[B.tech (Civil Engineer)]

To

The HR Manager / whom it may be concern

Subject: Application for the suitable post in CIVIL ENGINEERING

Respected Sir / Madam,

I take this opportunity to introduce myself as SYED pursued B.tech from Jawaharlal Nehru Technological University, Hyderabad, Telangana (India) during academic year 2010-2014.

I have interest to work in your organization, With the knowledge of practical Skills gained during my studies, I am sure that I am competent enough to fulfill the needs & demands of your esteemed organization. I also assure you, if you will give an opportunity you will be definitely satisfied with my work & honesty.

I will be very grateful to you if you consider my application for a position in your organization.

I am here enclosing my curriculum vitae for your kind consideration and favor, looking forward to be a part of your organization.

Thanking you in anticipation Yours Sincerely

(SYED)

C U R R I C U L A M V I T A E

SYED

Civil Engineer

Email -Id: [syed.372162@2freemail.com](mailto:syed.372162@2freemail.com)

Career Objective:

► To find a challenging career in the field of Civil Engineering where my qualification

Experience and interpersonal skills would be utilized to the maximum for a comprehensive

Development with the organization.

WORKED EXPERIENCE – 3 Years

Sarfaraz Construction : G+5 Building works in Hyderabad.

Duties and Responsibility:

* To manage the team and organize the supervision activities on site.
* Monitoring daily progress of site.
* Preparing weekly progress report to be submitted to the Project manager and consultants.
* Keeping track of the days worked in line with the days in the contract.
* To watch and inspect the construction work and assure that it is done in full accordance with the drawings, technical specifications and bills of quantities.
* Checking of layout and setting out of buildings with existing structures and site levels.
* Maintain a filing system for all site memos and instructions, measured quantities of work and materials on site, reports and other documents and correspondence pertaining to the construction activities.
* Reading drawing and prepare all required information for foremen and subcontractors.
* Direction and monitoring civil Forman’s on site.
* Monitoring and checking work done by foremen and labors.
* Safety measures as per the site conditions.

Educational Qualifications:

|  |  |  |
| --- | --- | --- |
| Qualification | Board/University | Year |
| B.TECH / CIVIL | Azad College of Engineering & Technology / Jawaharlal Nehru Technological University. | 2014 |
| INTERMEDIATE | M P C / Board of Intermediate Education. | 2010 |
| S.S.C | Board of Secondary Education. | 2005 |

Technical Skills:

* MATERIAL TESTING
* QUALITY CONTROL
* AUTOCAD
* MS OFFICE

Strength:

* To be confident a keen planner in the field of construction with focus on achieving Companies goals and mission.

 Ability to handle stress, always proactive and always keep attention to details.

Ability to work independently and as a team member with excellent leadership qualities.

* Ability to do hard work with good analytical skills and fast learning.

Attitude is flexible and adaptive with an ability to perform under crunch situations.

Personal Profile :

* Date of birth : 02Jan1990.
* Nationality : Indian
* Religion. : Islam
* Marital status : Unmarried.
* Proficiency in languages : English, Urdu and Hindi.
* Expiry date : 25-09-2024

Declarations:

I here declare that the above mentioned details are to the best ofmy knowledge and I will be responsible for its accuracy.