CURRICULUM VITAE

**Hafeez**

**Civil Engineer**

**E-Mail:** **hafeez.379761@2freemail.com**

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| CAREER OBJECTIVE:  |

Seek to work in an environment that will challenge me further while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply my experience to a growing industry.

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| EMPLOYMENT HISTORY: |

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| AA Constructions. September 2016 –January 2018As a Site Engineer.  |

**Responsibilities:**

* Ensuring execution of work is complying with latest approved shop drawings and method statement.
* Performing Surveillance and Final inspection prior to submitting inspection request.
* Attended inspections with consultant for all activities taking place at the site ensuring availability all concerned documents during inspection.
* Analyzing comments received from the consultant on completion of inspection and forwarding applicable comments to concerned engineers for compliance.
* Following up with site engineers for completion of consultant comments and re submitting of inspections if required.
* Maintaining organized sample room and keeping record of approved samples.
* Ensuring proper handling and storage of materials delivered to site according to manufacturer’s recommendations.
* Assist and support the Project Execution team in resolving any quality related issues/problems initiated by Consultant and Clients.
* Monitoring the progress, notifying and escalating any possible delays or issues in a timely manner.
* Preparing weekly and monthly progress report and concerns reports for higher management review.
* Participating in preparation project closeout documents.

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| Al Abdouli Group of Companies, Fujairah, UAE. March 2016 –May 2016As a Quantity Surveyor & Jr. planning Engineer .  |

**Responsibilities:**

* Good Site Knowledge as Planning Engineer and reported directly to Project Manager on all issues involving scheduling, planning delays and corrective action.
* Good working knowledge of **PRIMAVERA P8.3**
* Preparation of daily, weekly & monthly report.
* Identify target submission dates for approval as required by contract.
* Co-ordination between site & engineering team of the project.
* Contribute to preparation of the manpower and job schedule in coordination with engineering team and relevant subcontractors.
* Supporting planning manager with the development of revised Plans.
* Maintaining and updating job schedules, manpower schedule and progress report in coordination with construction, procurement, engineering and relevant sub-contractors.
* Visiting sites to monitor actual progress Vs planned.
* Participating in preparation of tender and contract documents including bills of quantities.
* Site visiting, assessment and projections for future work.
* Assisting in establishment of clients requirements and undertake feasibility study.
* Preparation of contracts including details regarding Quantities of required Materials.

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| Western Constructions, India January 2015 –January 2016As a Civil Site Engineer.  |

**Responsibilities:**

* Interpret construction drawings and study the contract documents and applicable specifications prior to execution of all jobs.
* Organizing the work on site and allocation of manpower and other resources in order to achieve the project schedule and quality objectives
* Track and ensure timely delivery of material on site to support the construction schedule.
* Assuring the work is executed under strict health and safety regulations.
* Ensuring that all materials used for work on site are already inspected and approved.
* Attending weekly progress meeting and raising any concerns that is effecting base line program
* Assign targets for accomplishments; ensure targets are met on daily basis.
* Conduct and attend site meetings including safety as well as coordination meetings with clients, consultants along with Sub contractors.
* Generate site progress reports, estimates and all applicable monitoring reports on regular basis.
* Keeping record of Minor changes implemented as per site condition to be reflected in As built drawings.
* Participation in preparation of As built drawings and project close out documents.

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| EDUCATIONAL & TECHNICAL CREDENTIALS: |

* **Bachelors Degree [Civil Engineering]** from Jawaharlal Nehru Technological University, India in 2015.
* **AutoCAD 2000-2015, PROGE Cad 8**.
* Certified in **Quantity Surveying & Cost Controlling**.
* Certified in **Primavera -P6** & REVIT

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| IT EXPERTISE: |

* Windows Vista, Windows 7, Windows 8.
* MS Office Application (Word, Excel and Power Point).
* Proficient in internet operations and E-Mail applications.

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| PERSONAL DETAILS: |

Marital Status : Single.

Nationality : Indian.

Visa Status : Visit Visa.

Language Known : English, Hindi, Urdu, Telugu.