

**Shazab**

**Date of Birth:20-MAY-1995**

**Email:** shazab.380058@2freemail.com

**CAREEROBJECTIVE:**

A highly talented, professional and dedicated **Civil Engineer** to achieve high career growth through continuous process of learning for achieving goal & keeping myself dynamic in the changing scenario to become a successful professional and leading to best opportunity.

 **PROFESSIONAL WORK EXPERIENCE:**

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**Organization: National Logistics Cell**

**Tenure: November 2016 – march 2018**

**Designations:** **Site Engineer**

**Responsibilities:**

* Coordination of all Site Civil activities.
* Maintaining the project schedules.
* Materials at site are always available; plant and equipment required are available.
* Ensuring that the quality of materials and installation of work is in accordance with the

acceptance criteria identified for the project and the Company Quality System.

* Supervision of any subcontracted work to ensure quality and completion of work in accordance

withproject specification.

* Review of planning and scheduling for the upcoming weeks and advising the Construction

Manager / Section Head of any discrepancies to allow for changes in work load.

* Completing all necessary documentation to be included in weekly and monthly reports for the

Project Manager/Section head's review.

* Checks drawing for any discrepancies and reports the same to the construction manager.
* Ensure adequate number of labors are available at site to perform the work in time.
* Ensure proper use of materials at site.

**Organization: Citi housing privateLimited**

**Tonsure: July 2016 – Nov 2016**

**Designations:** **Site Supervisor**

**Responsibilities:**

* Supervision and coordination of work force at site.
* Supervise the routine construction activity and labour management at site.
* Coordination with Consultants for proper execution of project.
* Setting out of Piling for foundations & leveling from starting Point.
* Preparation of monthly reports.
* Maintaining survey records for office and site.
* Preparation of cross section details.
* Quantity calculation of interlock work.
* Supervising the block work, plastering and concrete finishing work as per the drawing with the

coordination of engineer.

* Complete the assigned works as per the programs from engineer.

**ACADEMIC EDUCATION**

* BSc Civil Engineering 3.00 CGPA(Mirpur university Of Science And Technology) 2013 -2017
* Structure Analysis Program
* Diploma of Associate Engineering A+(82 % )(Govt. College of Technology Rasul) 2010 – 2013
* Total Station (Punjab Computer College , Mandi Baha Uddin)
* Matric with Science (Board of Intermediate & Secondary Education, Gujaranwala2010)

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.

**CERTIFICATION/ ADDITIONAL SKILLS:**

* AutoCAD (All versions, esp. 2D & 3D Drawing)
* MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
* MS Excel (MS Formulae, Reports Automation, Macros, Presentations w.r.t.Analysis)

**LANGUAGES SKILLS:**

* English (Speaking, Reading, Writing)
* Urdu (Speaking, Reading, Writing)
* Punjab (Speaking, Reading, Writing)

**INTERESTSANDHOBBIES:**

* Hobbies include anything to do in arts, music, poetry, reading historical books, philosophy and all religious books. Enjoy and actively participate in a wide variety of sports, political discussions, and creative activities.