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**OBJECTIVE:**

 *To seek a challenging position in my area of interest & knowledge of civil engineering sector. I believe I am a quick learner, enthusiastic and keen to take the lead. I love to work in an environment where I have more opportunities for future growth and in return I will always put my best efforts to get the best possible results.*

***Status:***

|  |
| --- |
| 1. **Personal Information:**
 |
| **Name**  | **Afshan Mumtaz** | **Father’s Name:** | Mumtaz Ali |
| **Gender**  | Female | Marital Status: | Single |
| **Date of Birth**  | 20-09-1986 | **Nationality:** | Pakistani |
| 1. **Mobile #:**
 |  |  |  |
| **Email:** |  |

1. **Key Qualifications/Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree Title**  | **Masters** | **Specialization** | **Construction Engg: & Management** |
| **Degree Completion Year**  | March 2014 |
| **Institution** | Quaid.e.Awam University of Engineering, Science & Technology, QUEST, Nawabshah, Sindh, Pakistan |

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree Title**  | **Bachelors** | **Specialization** | **Civil Engineering** |
| **Degree Completion Year**  | February 2011 |
| **Institution** | Quaid.e.Awam University of Engineering, Science & Technology, QUEST, Nawabshah, Sindh, Pakistan |

1. **Summary of Professional Career:**

|  |  |  |
| --- | --- | --- |
|  **Total Professional Experience:** | **4.5** | **Years** |
| * **I am working in the Civil Engineering field since 4.5 years. And have competency in project execution, scheduling, quality control assuring, material’s testing, Project reporting, management, monitoring & evolution.**
* Full knowledge and experience of site construction, including implementation of drawings on site, layout, bar bending schedule, bill of quantities and bar chart of the project.
* Experience of Office Management, project planning and Implementation of Schedules.
* Having experience of drawing, analysis and designing of projects via different engg: softwares.
* 4 years part time teaching experience in different technical and educational institutes.
 |

1. **Membership of Professional Associations:**

|  |  |  |
| --- | --- | --- |
| **Sr.#** | **Association/Membership Name** | **Registration No.** |
| 1. | Registered Engineer with Pakistan Engineering Council (PEC) | 1321-CE |
| 2. | Member of the Executive Committee of Graduate Association of Pakistan (GAP) | 22-GAP |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Institution**  | **Duration** | **Features** |
| **AutoCAD**  | SZABIST, Nawabshah, Pakistan | 4 Months | AutoCAD: computer Aided Design software for exploring the features, commands, and techniques for creating, editing and printing 2D 3D realistic drawings.  |
| **ETAB** |  QUEST, Nawabshah, Pakistan | 1 Week | ETAB: Finite-element-based structural analysis program structural design and analysis of building systems. Embedded with design procedures and international design codes, whether for designing a simple 2-dimensional frame or performing a dynamic base isolation analysis of a complex high-rise. |
| **STAAD** | QUEST, Nawabshah, Pakistan | 1 Week  | STAAD: Structural analysis and design program with applications primarily in the building industry - commercial buildings, bridges and highway structures, industrial structures, chemical plant structures, dams, retaining walls, turbine foundations, culverts and other embedded structures, etc.  |
| **PLAXIS Professional** | QUEST, Nawabshah, Pakistan | 1 Week  | PLAXIS: Finite element program intended for 2D-3D analysis of deformation and stability in geotechnical engineering, including static elastoplastic deformation, advance soil models, consolidation, and update mesh & steady-state groundwater flow.  |
| **CIT/ M.S.Office/HTML** | FICS, Nawabshah, Pakistan | 6 Months  | Certificate course in information technology, web designing, networking, introduction and working methods of computer software and hardware, complete usage of M.S.Office |

1. **Computer Skills:**
2. **Other Professional/ Technical/ IT Trainings:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Organization** | **Date** | **Location** |
| **Leadership for Engineers & Technical Managers** | Pakistan Engineering Council (PEC) | 30 December 2014 | Indus University, Karachi |
| **PEC Bidding Document** | Pakistan Engineering Council (PEC) | 15 May 2014 | The Institution of Engineers, Pakistan (IEP) Karachi  |
| **1st National Conference on Civil Engineering (Modern Trends & Advancements)** | Higher Education Commission (HEC)Pakistan | 28-29 April 2014 | Quaid-e-Awam University of Engineering Science & Technology (QUEST), Nawabshah, Sindh Pakistan |
| **Engineering Project Management** | Pakistan Engineering Council (PEC) | 24 Feb. 2014 | Mehran University of Engineering & Technology (MUET), Jamshoro Sindh Pakistan |
| **Academic Writing For Research** | Higher Education Commission (HEC)Pakistan | 26 Sep. 2012 | QUEST, Nawabshah, Sindh Pakistan |

1. **Proficiency of Languages: (*Excellent, Good, fair*):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Reading** | **Speaking** | **Writing** |
| **English** | Excellent | Good | Excellent |
| **Urdu** | Excellent | Excellent | Excellent |
| Mother tongue: | **Sindhi**  | Excellent | Excellent | Excellent |
| Any other: | **Arabic** | Good | Fair | Fair |

1. **Employment Record:**

|  |
| --- |
| 1. **Full Time Job**
 |
| **From (month/year):** | **Sep. 2012** | **To (month/year):** | **Feb. 2015** |
| **Employer Name:**  | GM Enterprises Karachi |
| **Positions Held:** | ***Quantity Surveying & Estimation Engineer*** |
| **Project Name:** | **Construction of Vice Chancellor Secretariat & Auditorium Hall at PUMHSW Nawabshah, and Construction of Nursing and Physiotherapy Institute at PUMHSW Nawabshah.** |
| **Location of Assignment:**  | Nawabshah Sindh |
| **Client Name:** | **Peoples University of Medical & Health Sciences for Women (PUMHSW)** |
| **Activities performed:** | * Preparation of bar bending schedules, measurement and bill of quantities, estimates, construction schedules. To supervise all the testing related to concrete, cement, steel, aggregates, bricks, soil. To take such measures and actions which assure the quality of material and services at site. To check shuttering, steel reinforcement, concrete placement and all types of joints to assure it as per approved drawing and specification of all structures.
* Execution of construction work as per layout plan on site, preparation of bar bending schedules, measurement and bill of quantities, estimates, construction schedules. To supervise all the testing related to concrete, cement, steel, aggregates, bricks, soil.
 |
| **Reason of leaving:**  | Project Completed |
| **2. Full Time Job** |
| **From (month/year):** | **Jan. 2011** | **To (month/year):** | **Aug. 2012** |
| **Employer Name:**  | Sindhica Reforms Society SRS Nawabshah |
| **Positions Held:** | ***Project Engineer*** |
| **Project Name:** | Biological Wastewater Treatment Plant (Constructed Wetlands CWs) at Dist. Nawabshah |
| **Location of Assignment:**  | District Nawabshah |
| **Client Name:** | District Government Nawabshah Sindh |
| **Activities performed:** | Monitoring & Evolution of project progress, project team & project performance, Submitting Project Reports, Conducting field visits. Meeting with stakeholders.Technical Monitoring, Design, Construction, BOQs, & Supervision for Management, Operation & Maintenance for Constructed Wetlands, Chemical Analysis of Wastewater & Treated water, Desludging Activity, Project Reports, Meeting with stakeholders, Capacity Building Training of stakeholders for the Management, O & M of CWs, Establishment of Resource Centers for CWs & Promotion/Awareness raising seminars.Projects & workshops/seminars Reporting, Meeting with stakeholders, and Capacity Building Training of stakeholders for the Protest against women violence, on community governance, social accountability, appraisal of elected candidates. Establishment of Resource Centres for women & Promotion/Awareness raising seminars. |
| **Reason of leaving:**  | Study leave (Commencement of M.E classes)  |
| 1. **Part Time Job**
 |
| **From (month/year):** | **March, 25, 2011** | **To (month/year):** | **Till date** |
| **Employer Name:**  | SZABIST JSTC, Nawabshah, Pakistan |
| **Positions Held:** | ***AutoCAD Tutor*** |
| **Project Name:** | To demonstrate on the AutoCAD software with all commands of 2D & 3D Models. |
| **Activities performed:** | To demonstrate on the AutoCAD Essentials, 2D & 3D Models.  |

1. **COMPETENCIES**
2. Focused on customers and quality
3. Open, honest and clear in communications
4. Innovative in finding new ways of executing tasks and achieving targets
5. Someone who aims to succeed beyond expectations
6. Motivated, results driven and committed
7. Good Computer skills
8. Experience in leading and managing a team
9. Can work independently
10. **REFERENCE**

 Can be furnished!