**CURRICULUM VITAE**

**JALAL**

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**OBJECTIVE, CAREER SUMMARY & SKILLS**

A professional licensed Civil Engineer with 6 years of experience in Construction works with sound knowledge in Site Execution. Seeking for challenging position as a Civil Engineer where I can use my planning, designing, and overseeing skills in construction and utilize my strong sense of responsibility, absolute commitment to work deadlines and positive attitude towards work and co-workers and help to grow the company to achieve its goals.

Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment and hard work.

**WORK EXPERIENCE**

1. **Three Dimensions Architectural Design, Dubai, UAE**

Position: **Quantity Surveyor/Civil Engineer** Jan. 15, 2017 – Oct. 18, 2018

Duties and Responsibilities:

* *Preparation of BOQ based on the drawing, including details regarding quantities of materials.*
* *Prepare Estimation Sheet.*
* *Finalizes quotations for submission to the client.*
* *Interim valuations and monthly payment application submission to the client including the final account.*
* *Coordinating with the Office Engineer.*
* *Raising variations to the approved BOQ.*
* *Evaluating sub contract variations.*
* *Assisting the Planning Engineer in preparing the cost loaded program.*
* *Assisting the Planning Engineer in monitoring physical progress of work.*
* *Review of monthly cost reports and getting P.M’s approval for presentation.*

1. **Department of Public Works and Highways (DPWH), Philippines**

Position: **Engineer II** July 1, 2014 – November 30, 2016

Duties and Responsibilities:

* + - * *Ensuring that all assigned work is completed on time and within agreed budgets.*
      * *Supervising Projects: including in internal, external contractors and sub-contractors.*
      * *Attending meetings and competently communicate with Clients, Contractors and major asset owners and stakeholders.*
      * *Applying personal technical knowledge and experience to the development and delivery of technical training for graduate engineers.*
      * *Setting out Project works in accordance with Drawings & Specification.*
      * *Producing and processing project accomplishment for billing payment.*
      * *Preparing enquiry and order documents.*
      * *Maintenance of daily records & support tender bids.*

1. **Al Hussein Construction, Philippines**

Position 1: **Project Engineer** January 1, 2013 – June 30, 2014

Duties and Responsibilities:

* *Overall Responsible Engineer for Project Implementation in the Field.*
* *Implements projects in accordance to the approved Plans and Programs of Work.*
* *Ensuring Safety measure of the Implementation of Projects.*
* *Conducts Daily and Weekly Instructions to Workers.*
* *Conducts Statement of Work Accomplishment (SWA) of Assigned Projects.*
* *Monitors Actual Accomplishments of Assigned Projects.*

Position 2: **QS/QC Engineer** September 22, 2011 – December 31, 2012

Duties and Responsibilities:

* *Makes Requests and Purchase Orders of Materials and Equipment for Approval.*
* *Overall Responsible in Monitoring of Materials and Equipment for Deployment in the Field.*
* *In coordination with Project Engineers in the Field.*
* *Assists in the review/analyze programs of on-going projects and recommends appropriate measures to upgrade the performance of the projects.*
* *Conducts field inspection for actual accomplishments.*
* *Does other duties as may be assigned by his immediate supervisor.*

**PROFESSIONAL & ACADEMIC QUALIFICATIONS**

Professional: **Registered Civil Engineer (License No.: 0120338) 2011**

Professional Regulation Commission (PRC), Philippines

Academic: **Bachelor of Science in Civil Engineering (BSCE) 2006 - 2010**

Mindanao State University, Philippines

**QUALIFICATION & SKILLS**

* Professional Qualifications:
* Quantity Surveyor/Estimator
* Accredited Safety Officer
* Civil Engineer
* Procurement Officer
* Fluency with strong command in English in both oral and written.
* Efficient Microsoft Office Applications, such as Excel, Word and PowerPoint.
* Knowledgeable in AutoCAD Basic 2D Modelling.
* Young Professional, flexible and eager to learn new things.
* Willing to learn and to undergo necessary training.
* High sense of responsibility to work and to the task given.
* Can adapt easily to the work environment.
* Able to multitask whenever necessary and can work under pressure.

**TRAININGS, SEMINARS & WORKSHOPS UNDERTAKEN WITH CERTIFICATES**

* **Preparation of Project Procurement Management Plan & Annual Procurement Plan (32 Hours)**

May 24 - 27, 2016

* **Government Procurement (Comprehensive Update on the Implementation of RA 9184 Featuring the Handbook on Philippine Government Procurement 6th ed.) (32 Hours)**

April 6 - 9, 2016

* **Comprehensive Training for Field Engineers (168 Hours)**

April 20 - May 13, 2015

* **Training on Construction Methods and Techniques of Flood Control and Drainage Structures and the Effects of Climate Change to Environment (40 Hours)**

February 9 - 13, 2015

* **Philippine Government Electronic Procurement System: A Training for Buyers (16 Hours)**

January 27 - 28, 2015

* **ISO 19011:2011 Internal/External Auditing Course (Guidelines for Auditing Management System) (24 Hours)**

September 5 - 7, 2013

* **Computer Aided Drawing (CAD) (20 Hours)**

March 24 - April 24, 2012

* **Construction Safety Training (40 Hours)**

October 24 - 28, 2011

**PERSONAL PROFILE**

Age : 28

Date of Birth : November 29, 1989

Place of Birth : Ganassi, Lanao del Sur, Philippines

Nationality : Filipino

Religion : Islam

Gender : Male

Marital Status : Single

Professional License : Civil Engineer

Professional Regulation Commission, Manila, Philippines

VISA Status : Tourist