# Cover letter

Dear Sir,

**I** am Sanjay with more than 04 years of work experience in the construction industry.   
As a dynamic professional I have worked on Residential and Commercial projects of international standards as a Consultant & Contractor have in depth knowledge of project development, right from design stage till commissioning stage.   
I am well versed with construction procedures & methodologies of these sectors and worked on industry recognized project management software’s as a tool to implement the construction process. **P**resently I am working with Al Basti and Mukhta LLC as a Quality Engineer at Mandarin **Hotel and Resort project**.   
My job profile includes quality Assurance and Quality Control.

**O**n an academic front I am a Civil Engineer with Graduation from KUK, kurukshetra, India  
I am well versed with all the MS office software’s.

I would appreciate an opportunity to discuss my qualifications for the suitable QA/QC Engineer.

Further attached here with is my latest CV which outlines my qualifications & skills.

**R**egards,

Sanjay

**E**mail: [sanjay.374328@2freemail.com](mailto:sanjay.374328@2freemail.com) **ER SANJAY**

Post Applied for: Civil **QA/QC Engineer**  Total Experience: 4 Years

**OBJECTIVE:**

Seeking a challenging management position, providing an opportunity to apply broad experience and a record of success in QA/QC Engineer for the greater profitability and expansion of your Company.

**PROFESSIONAL QUALIFICATION:** B.TECH Civil (KUK, INDIA),

**QUALIFICATION SUMMARY;**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Institute | University/Board | Marks%/ CGPA |
| B-Tech. Civil | KITM COLLEGE | KUK, HARYANA | 72.32 |

**Add. Qualification**: PMP Trained

**RESPONSIBILITIES HELD INCLUDES:**

* Perform all daily inspection request and test of the scope and character necessary to

Achieve the quality of construction required in the drawings and specifications for all works under the contract performed ON or OFF site.

* Carry out inspection and checking for all quality related procedures in the site and ensures activity at the site are as per approved method statement and inspection test plan.
* **Review method Statement approval or comments of the Engineer and take action issue internal NCR or Site Observation.**
* Coordinate with the consultant’s representative and Site-In-charge for inspection and meeting about quality problems including the closure of Non-Compliance Report.
* Coordinate civil with MEP work during the inspection & took the approval from consultant for proceed the work on daily.
* Report to the QA/QC Manager, control, and monitor all activities related to Quality Management System
* Taking care of QA/QC documents of the entire project including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered and other QA/QC documents. Responsible for the closure of Non-conformance, NCR and Site Instruction.
* Develop method statement for the activity including risk assessment and job safety environmental analysis and Inspection Test Plan and Checklist based on specifications of the project.
* Carry out Internal Audit at the site as scheduled in the Project Quality Plan.
* Liaise the Technical Engineer for submission of material submittals to Consultant.

**EMPLOYMENT RECORD:**

**1. Company Name: Al Basti and Muktha LLC Dubai, UAE**

**Working as a CIVIL QA/QC ENGINEER in, this is having a 78000Sqm. built up area. Worked at Mandarin Oriental hotel project, Jumeirah, Dubai this is of 9th Floors (2B+G+7 Floors).**

* **Name of the Project : Mandarin Oriental Hotel Project, Jumeirah Beach, Dubai**
* **Contractor : Al Basti and Muktha LLC**
* **Consultant Name : M/S Design & Architecture bureau LLC**
* **Client Name : M/S AL Wasl**
* **Cost of the project : AED 750 million**
* **Designation : QA/QC Engineer**
* **Month of Joining : From Nov. 2016 to Till now**

**2. COMPLETED PROJECT (Medical College & Hospital)**

**Working as a CIVIL SITE ENGINEER in, this is having a 35000Sqm. built up area. Worked at Centre of Excellence, Patna this is of 16 Floors (B+G+14 Floors).**

**Company Name: Arch-En-Design (AED) Pvt Ltd. (A consultant company)**

**Name of the Project : NMCH Agamkua, India**

** Client : BMSICL Limited.**

** Consultant : M/s Arch-En-Design**

** Cost of the project : 250 cores**

** Designation : Civil Engineer (worked as a consultant)**

** Month of Joining : From July 2014 to Oct. 2016**

**RESPONSIBILITIES HELD INCLUDES:**

* Setting out the works in accordance with the drawings and specification
* Liaising with the project planning engineer regarding construction programmes
* Checking materials and work in progress for compliance with the specified requirements
* Supervising and counselling
* Measurement and valuation
* Preparing record drawings, technical reports, site diary.

**COMPUTER PROFICIENCY:**

* Operating System : Windows 10
* Drawing & drafting : Auto CAD
* Database Management : MS-Office, Primavera

**AREA OF INTEREST**:

* Supervision
* Planning, Monitoring & Controlling
* Billing & Estimation.
* Subcontractor coordinators
* QA/QC

**STRENGTH**:

**Interpersonal Skills**

* Diligent and conscientious approach to tasks and responsibilities to meet targets and deadlines as demonstrated during my academics subject to Project assignments and report presentations.
* Excellent communication and interpersonal skills.
* Attention to detail.
* Multi-task & independent site handle
* Ability to adapt to a cyclical work load.

**PERSONAL DETAILS**:

* Name : Sanjay
* Nationality : Indian
* Mobility : Worldwide
* Passport No. : N6532799
* Date of Issue : 05-01-2016
* Date of Expiry : 04-01-2026
* Language Known : English, Hindi

**DECLARATION**

I do hereby certify that the above information furnished by me is true to the best of my knowledge.

Sanjay

My updated project Site View.

