To

**Human Resource Manager   
(Recruitment Manager)**

Application for the position of Civil Site Engineer

Respected Sir/Madam

I would like to take this opportunity to present my resume for the possible employment, in your esteemed organization for the post of Civil engineering

I am Civil engineer; I have excellent knowledge in my field with a good experience.

I would like to associate myself with your esteemed organization.

I do hope my qualification and experience meets your requirement.

I rest assure that, I can fulfill your expectations and requirements.

Appreciate your immediate response.

Thanking you.

Best Regards

Muhammad Kaleem

**Muhammad**

**Email:** Muhammad.383940@2freemail.com

**CAREER OBJECTIVES…**

Seeking for a challenging position as a Civil Engineer, To make an optimum use of my skills and capabilities in a reputable organization where I can use my planning, designing and overseeing skills in construction and help grow the company to achieve its goal.

Dedicated individual with in-depth experience in construction and building work. Currently looking for a civil engineering job position with a progressive construction company where my skill and experience will be fully utilized.

**AREA OF EXPERTISE …**

* Communication
* Critical Thinking
* Leadership
* Project Management
* Technical Skills
* Good Time Management
* Passion for Learning
* Dedicated Towards My Job
* Positive Attitude
* Excellent Engineering/infrastructure background with excellent computer skills.
* Highly professional in managing meetings, communicating information, reaching to solutions and making agreements and compromises.

**COMPUTER KEY SKILLS…**

* Operating Systems used WINDOWS , XP , 7 , 8, 10
* Microsoft-Office (Excel, Word & PowerPoint)
* AutoCAD 2d & 3d
* Diploma In Computer Application

**WORK EXPERIENCE ….**

**Designation:** Civil Site Engineer

**Organization Name: R.N Builders Architects Engineers & Valuers  
Tenure: 2 Years**

**Reporting: Senior Manager**

**RESPONSIBILITIES…..**

* Conducted site survey with seniors and analyzing data to execute civil engineering projects.
* Calculating requirements to plan and design the specifications of the civil work required.
* Ensured safety by monitoring the site.
* Cost Control.
* Making Valuations.
* Assisting seniors in forecasting the cost, quantity and budget of equipment, manpower and labor.
* Studying structural Analysis & Dynamics.
* Studying and implementing different construction Methods.
* Assisting the General Manager in the Project Work from the beginning stage till the submission.
* Handling reports and maps, engineering blueprints and photography, etc.
* Coordination with all other services like Architectural & Electrical, etc
* Towards successful completion of project.

**CERTIFICATION AND TRAININGS…**

* Auto-Cad
* E-tabs

**EXTRA CURRICULAR ACTIVITIES…**

* Reading
* Computing
* Playing Football
* Socializing with Friends
* Learning new software’s

**ACADEMIC QUALIFICATION**

**Qualification Year of passing University**

**B-Tech 2016 JNTUH University**

**Intermediate 2012 Board of Intermediate**

**SSC – secondary 2010 S.S.C**

**REFERENCE**

**PERSONAL PROFILE**

Gender: Male

Marital Status: Single

Nationality: Indian

Languages: English, Urdu, Hindi & Telugu

**Declaration**

I hereby solemnly declare that all the above information is true to the best of my Knowledge.

**Muhammad**