**Khawaja**

Email: khawaja-397533@gulfjobseeker.com

Cost Engineer experienced in developing and managing construction project estimates by coordinating with colleagues and clients. Driven to minimize costs by continually comparing project costs to estimates and coordinating with respective project managers and engineers on cost-cutting methods. Quick and curious learner, with an innovative and problem-solving approach to work. Currently seeking a position in a dynamic organization that provides an ideal opportunity for personal and career growth, fully utilizing my skill-set and abilities.



**Work History**

**2019-05 - Current** **Cost Engineer**

*In Ras-Al-Khaimah*

* Utilizing cost estimation systems to document project information, create estimates and revise project costs to reflect current data.
* Preparing and revising cost rate schedule using procurement and sub-contractor data from running and previous projects.
* Setting up realistic budgets for construction projects and identifying critical segments of any project.
* Finding and negotiating with sub-contractors and suppliers to ensure that finalized prices are well with-in budget.
* Preparing and reviewing monthly breakdown of invoice and procurement plan for all projects.
* Coordinating with purchase, finance and other departments to ensure smooth work flow on project sites.
* Tracking costs during project and comparing costs with baseline budget.
* Preparing weekly and monthly cost status report for projects and determining earned value using actual and planned costs for executed works.
* Proposing cost recovery plan in case of any deviations from planned costs after consulting project manager and head of department.
* Providing preliminary and detailed cost estimates for projects in tender stage

**2015-02 - 2018-06** **Marketing Copywriter**

*Freelance Clients, Islamabad, Pakistan*

* Researching client competition and audience to draft engaging content for online and offline platforms.
* Writing and proofreading sales copies for landing pages.
* Writing SEO copies for client websites and e-mail campaigns.
* Writing informational and promotional blog posts as per client needs and requirements.



**Education**

**2012-09 - 2018-06** **Bachelors of Engineering: Civil Engineering**

*National University Of Sciences And Technology (NUST Institute Of Civil*

*Engineering) - Islamabad, Pakistan*

**Key Areas of Study:**

* Hydraulics Engineering
* Soil Mechanics
* Transportation Engineering
* Construction Project Management

**2010-06 - 2012-06** **High School Diploma**

*Punjab College Of Science - Faisalabad*

FSC with A\* Grade (943/1100 Marks)

**2008-05 - 2010-04** **O-Level: Sciences | Mathematics | Physics | Chemistry**

*Faisalabad Grammar School - Faislabad, Pakistan*



**Skills**

Project Budgeting and Costing



Cost Control



Procurement& Subcontract Management



Earn Value Analysis: EVM



Cost Estimating



Material Takeoff &Issuance



Budget Monitoring



Primavera P6



Project Scheduling



AutoCad



Business Writing



Negotiating



Conflict Resolution



**Interests**

* Music
* Current Affairs
* Sports