

CIVIL SUPERVISOR / AUTO CAD /  
QTY. SURV.

## **SARDAR IHTISHAM UL HAQ KHAN CIVIL ENGINEER**

### **PERSONAL INFORMATION**

Email: [khan ihtisham007@gmail.com](mailto:khan ihtisham007@gmail.com)

Cell No: **+966597809348**

Visa Status: Employment Visa Transferable

Current Location: Riyadh, KINGDOM OF SAUDI ARABIA

Nationality: Pakistani

Marital Status: SINGLE

### **PROFESSIONAL EXPERIENCE:**

- Having **6 + Years** of Civil Engineering Experience on different position in engineering firms.
- Having Strong Command **On Civil Drafting/Quantity and Site Details**

#### **Profile Summary:**

"Growth oriented position where abilities, education and potential can be most productively utilized toward achievement of company and personal goals, to obtain an executive level position in the field of management in a reputable organization to prove myself.

- Hold a Bachelor's degree in **Civil Engineering**.
- Having **6 + Years** of Civil Engineering Experience in Construction industry including Buildings Structures, Finishing and infrastructure.

### **EDUCATION:**

**Bachelor of Science in Civil Engineering Technology**

### **WORKED AS ...**

**POSITION: DRAFTSMAN/QUANTITY SURVEYOR**

**Company: MOSASA RAWASY ALLOWF ALMAQAWALAT**

**Project Name: ADMIN BUILDING AT ALLOWF UNIVERSITY.**

**CONSULTANT: DAR AL MAJAD**

**Duration: April 2024 - FEBRUARY 2025**

- **Duties & Responsibilities:**
- Making finishing tender, IFC and Shop drawing for approval from consultant and client.
- Preparation of different kind of asbuilt drawings.
- Doing site visit and ensure different kind of dimensions according to approved drawings.
- Doing external working survey and making required drawing.
- Coordination with architectural, civil and structural engineer for drawing.
- Coordination with site engineer and site supervisor about drawing and other working decisions.
- **Making quantities estimation for different material.**
- Reporting of site working and site conditions to managers at site office.
- Coordination with electrical, mechanical, safety, decoration, topography, QC, documents and other departments.
- **MAKING BILLS FOR DIFFERENT KIND OF SUBCONTRACTORS.**

## **SITE SUPERVISOR**

**VISION NETWORKS CO. KSA**

**(FEBRUARY2020 - JANUARY2024)**

### **Duties & Responsibilities:**

- Supervision of all structural related working to building construction, such as civil trenches from fuel tank and electrical trenches from substation, sewerage system, drainage system, water supply, underground and overhead water tank, chimneys structure through fire resistant bricks, rigid road to building and around the building, ramp, plinth protection and retaining wall of rubber stone etc.
- Supervision of finishing work, such as plaster finishing, tiles, marble, sound proofing halls, ceiling, flooring, paint, doors, windows and L-angle Iron etc.
- Making quantities estimations for upcoming activities to order material.
- Coordination with main warehouse for materials required at site.
- Coordination with site engineers team, company owner, consultant and client.
- Preparing the daily progress reports based on daily site visit.
- Site supervision of daily site activity and ensure the work is going as per the contract specifications and approved shop drawings.
- Site walkovers & pre-construction survey.
- Management & supervision of work squads.
- Tracking daily progress according to the schedule.
- Reporting of daily progress and other technical issues to Construction Manager.
- Led of the day meeting at site to discuss actual progress and planned activities for tomorrow with site foremen.
- Instruct and lead the site crew to work according to the approved drawings.
- Monitoring of all running activities, providing technical advice for the working team based on project specifications and approved documents.
- Liaise with the QC department to arrange RFIs (request for inspection) for the completed pieces of work.
- Ensuring that health and safety and sustainability policies and legislation are adhered to.

## **SITE ENGINEER**

**MS SHER ALI KHAN AND COMPANY**

**(JANUARY 2018 - DECEMBER 2020 )**

### **Duties & Responsibilities:**

- Supervision of 5 story structural building, such as excavation, deep foundation, retaining wall, shear walls, column, beams, slab and ducts etc.
- Checking of reinforcement as per drawing.
- Making BBS for reinforcement.
- Estimation of Quantities of material required at site.
- Ensuring work executed is correct by doing checking of all activities.
- Ensuring the work is completed in scheduled time and plan.
- Recording the manpower available, materials available at site and raising indent / request for material required in coming days to avoid delays.
- Ensuring work executed with Good Quality and Safely.
- Maintaining all records of work executed and checked such as - checklist, pour cards, post concrete inspections, material reconciliation, bills and debit notes etc.

**Computer Skills:**

- AUTOCAD
- PRIMAVERA:
- MS OFFICE:
- MATLAB:

*River*

**Languages:**

- English
- ARABIC
- HINDI

*/URDU*

Last Update: 03<sup>rd</sup> MARCH, 2024



مؤسسة  
رواسي  
الجوف  
للمقاولات

سجل تجاري: 3400115446

التاريخ : 2025/03/01 م

### شهادة خبرة

بهذا نشهد نحن مؤسسة رواسي الجوف للمقاولات عامة أن الأستاذ / شارداد اعتصام الحق بلاند خان بخت قد عمل لدينا بوظيفة رسام اوتوكاد وحاسب كميات للأعمال المعمارية والكهربائية والميكانيكية في مشروع مبنى الإدارة العامة بجامعة الجوف في الفترة من 2023/04 م وحتى تاريخ 02 / 2025 م وقد حاز الأستاذ / شارداد اعتصام الحق بلاند خان خان بخت على رضا رؤسائه من حيث الكفاءة المهنية وحسن السير والسلوك .

وقد أعطيت له هذه الشهادة بناء على طلبه لتقديمها إلى من يهمله الأمر دون ادني مسئولية على المؤسسة ،

وتقبلوا تحياتنا ،،،

مدير المشروع



سكاكا - الجوف - قارا

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