

CURRICULUM VITAE

Amir Shahzad

Objective:

To become the part of office management team of national or multinational organization and utilized my professional skills toward the better working environment in a dynamic and energetic way. Working with your esteemed organization will show me the broad horizon of my field, edifice the confidence and polishing my skill.

Personal Information:

Name:	Amir Shahzad
Father's Name:	Shahbaz Ahmad
Date of Birth:	01-01-1979
Marital status:	Married
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Professional Qualifications

- Diploma of DAE (Civil) from Punjab board of technical lahore, Complete in session of 1998.
- Diploma of 6 month (Computer software) from Star computer academy.
- Diploma of 6 month (Auto Cad) from National university of management science
- Diploma of 6 month (Computer Hardware) from National University of management science.
- Diploma in Office management (Computer operator)
- Diploma of Total Station in (land survey) from nicon Group of Colleges.

Academic Qualification

- Matriculation from the Board of Intermediate & Secondary Education Sargodha.
- E-MBA in (civil engineering management) from National University of management science.

Computer Skills:

Microsoft word
Microsoft Excel
Primavera
Auto cad
3D max
Coral draw (composing)
Photoshop
Internet

Field Experience

Worked as (***Assistant-Surveyor***) in **ASK Khan Contractors** in Lucky Marwat City roads construction (1 Year).

Responsibilities

Leveling and Theodolite operating under chief surveyor.

Worked as (***Sub engineer***) in **MES** at Choonia Cant and Sargodha PAF projects (4 years) on contract bass.

Responsibilities

- 1) Layout checking.
- 2) Quantities checking.
- 3) Preparing of estimates sheet.
- 4) Preparing of contractor bills.

Worked as (**Site Supervisor**) in **Haji Noor Engineer Lahore** at projects of POF WAH Cant and Ciit Camps park road Islamabad (3 years).

Responsibilities

- 1) Preparing of bar bending schedules.
- 2) Preparing of I.P.C's.
- 3) Preparing of daily progress report.
- 4) Calculate the quantities of civil work.
- 5) Coordinate with Consultant and Client.
- 6) Site working best experience in (Structural and Architectural works)
- 7) Study of Drawing and develops.

Worked as (**Site Engineer**) in **Capital Contractors** at project of GIKI Institute Topi Sawabi (1.5 year).

Responsibilities

- 1) Preparing of bar bending schedules.
- 2) Preparing of I.P.C's.
- 3) Preparing of daily progress report.
- 4) Preparing of monthly progress report.
- 5) Calculate the quantities of civil work.
- 6) Coordinate with Consultant and Client.
- 7) Site working best experience in (Structural and Architectural works).
- 8) Study of Drawing and develops.
- 9) Best experience in (computer operating).
- 10) Checked the steel bending.
- 11) Checked the Form work (liniment and levels)

Worked as **(Site Engineer)** in **Shamroz Builders** at project of Al-Taqwa Shopping Mall Pakistan town Islamabad, Chacklala cant , DHA Housing project , Bahria town , 2.6 MW power project machi canal and E-11 project (2010 to 2016).

Responsibilities

- 1) Preparing of bar bending schedules.
- 2) Preparing of I.P.C's.
- 3) Preparing of daily progress report.
- 4) Preparing of monthly progress report.
- 5) Calculate the quantities of civil work.
- 6) Coordinate with Consultant and Client.
- 7) Site working best experience in (Structural and Architectural works).
- 8) Study of Drawing and develops.
- 9) Best experience in (computer operating).
- 10) Checked the steel bending.
- 11) Checked the Form work (liniment and levels).
- 12) Verifying the Quantity's/Bills achieved by the Sub-Contractors.
- 13) Evaluates and records Extra Work (if any) with revised drawings.
- 14) Preparing of (Structural and Architectural) drawings.

Worked as (***Site Engineer and Construction Manager***) in **BRIGHT BUILDERS BHARIA TOWN RAWALPINDI** at project of MCJ Jhelum, Bharia town residential and Commercial projects, DHA sector F Commercial project, APS Head Qadarabad, Firing Range Jhelum cantt, from 2016 to till day .

Responsibilities

- 1) Manage the all activities of above mention projects.

Language Skills:

Good speaking and writing, English, Urdu and Punjabi.