



Ref: 340/HR/NH/18

10 June 2018

By Hand

To Whom It May Concern

Subject: **Employment Certificate**

Dear Sir/Madam,

This is to certify that Mr. Karim Ishak Fahmy Guirguis, holder of Egyptian Passport No. A21107259 was working with us from 09 July 2017 to 14 December 2017 in the capacity of Site Engineer, on a fulltime basis, working 6 days per week, 8 hours per day.

As Site Engineer, his main duties were:

- Ensuring that Inspection Requests (RFI) are in place for all works to be inspected
- Direct work sequencing in coordination with the Project Engineer to expedite project delivery
- Prepare a Daily Report (7-day look ahead) giving progress to date, program of work plus inspections over the coming 7 days and issue to the relevant Project Engineer for inclusion in their Daily Report
- Coordinate with the Project QS and Project QA/QC Engineer to ensure the RFI is correct and complete
- Ensure all relevant technical information is available where required
- Ensure daily construction activity is recorded including equipment usage, manpower utilization and material consumption
- Ensure Material Requisition forms are prepared and approved in accordance with the requirements
- Coordination material call-off with the Project QS and the Storekeeper in accordance with the requirements
- Preparing daily progress report, program of work & inspections
- Direct and supervise construction activities on site in accordance with the requirements
- Implementing engineering systems, documentation and control in accordance with H&S legislation, Company and industry standards and Project specifications
- Managing sub-contractors and co-ordinating works on site
- Ensuring safety and environmental compliance
- Co-ordinating design and construction
- Ensuring projects run to program and contracts administration
- Plan and priorities workloads to meet changing deadlines

We wish him all the best for his future endeavors.

Regards,

For **Quality Based Structures W.L.L.**

KHEIRELDINE EL MASRI
Group HR Manager

KM/nh

cc: Emp File

