

PERSONAL INFORMATION



Saifullah Najibi

Home#119, phase#2,Jalalabad city,2601,Afghanistan

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Sex Male | Date of birth 22/03/1992 | Nationality Afghan

PERSONAL STATEMENT

As a civil engineer, I take pride in my ability to analyse complex problems and develop practical solutions. I possess excellent Quantity surveying skills, which allow me to effectively coordinate with stakeholders and ensure completion of projects within the time.

WORK EXPERIENCE

(Jan-2022- Till Now)

Quantity surveyor

Alami Engineering and management consultancy

- Estimating quantity as per Approved for Construction drawings based on actual onsite change in quantity as per site conditions.
- Coordinate with site construction team and Engineering department to finalize and certify the actual physical work done at site to facilitate subcontractor payments.
- Review of scope of work, project Preamble, Drawings and Specifications.
- Ensure quantity take off QS Team are within the company standards and project requirements and scheduled Scope are available in the system for Monitoring.
- Monitoring of field design changes as per site conditions and STQ and processing of Subcontractor work payments.
- Monitoring quantity of material received by material controller, issued, and used at site by subcontractor to facilitate weekly progress.
- Evaluations of Site Instruction with Planned cost in comparison to original approved contract scope of work and identify difference in scope of works and subsequently finalize the site instruction with Planned cost and submit to through by Cost control and get approval by Company.
- Ensure that the subcontractor submits a new price If activity is not included in original scope of works and subsequently process the new price for evaluation and approval from management.
- Assessment of change work Orders and Variations (Subcontractor and Client) in line with the Contract of Agreement.
- Monitor flow of Payments to subcontractors against budget quantities and actual progress done.
- Evaluation of Progress Measurement submitted by Subcontractor QS and generating reports to Company's Main system for progress Measurement and Accounting.
- Review and Assessment of complex and high-risk scope of works for possible Value Engineering.
- Monitoring the weekly man hours spent against the budget man hours
- Proposal of Tagging system for new items with corresponding activities for proper identification and monitoring
- Review of Tender Documents and Client requirements
- Evaluation of Material Specification and Prices of Vendors /Subcontractors against Project Specifications

Business or sector Road & canal

(Jan 2019 –Nov 2021)

Quantity Surveyor

National Construction and Engineering Company.

- Preparation of measurement sheets and assists in quantity take-off for tenders.
- Prepared Reinforcement schedule for estimating Assist in the estimation of direct costs for tenders.
- Responsible for managing all project costs from pitch to completion. Quantity takeoff for Initial budget proposals for the cost of the project.
- Prepared the bill of quantities (BOQ). Prepares comparison sheets for quotations from Suppliers and Subcontractors.
- Prepared of payments for Subcontractors and Suppliers.
- Prepared preliminary budget estimates from design drawings Site visits.
- Measured for preparation of valuations Prepare bid reports Negotiate rates with contractors Interact with suppliers and Contractors.

Business or sector Road construction

EDUCATION AND TRAINING

(Sep 2014 – Oct 2018)

Bachelor of Technology Civil Engineering (B.tech)

Abasyn University Peshawar Pakistan.

- Concrete Technology
- Surveying
- Materials and Method of Construction.
- Fluid Mechanics.
- Soil Mechanics.
- Geology.
- Foundation and Pavement.
- Water supply and waste water management.
- Irrigation and hydraulic structures.
- Steel structures.
- Quantity surveying and contract documents.
- RCC structures.

(Sep 2009 – June 2012)

Diploma Of Associate Engineer

Board of technical education peshawar Pakistan.

- Project management
- Quantity surveying
- Public health engineering
- Railways, Docks, Harbour and Bridge.
- Construction
- Water supply.

2009

Secondary School Certificate.

Board Of Intermediate And Secondary Education Mardan, kpk, Pakistan.

English,Physics,Chemistry,Biology,Maths.

PERSONAL SKILLS

Mother tongue(s) Pashto

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C2
Persian	C2	C2	C2	C2	C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- I am a good Listener and easily gain the given tasks.
- Command on non-verbal communication like body language, eye contact and hand gestures.
- Keeps the clarity and concision of good communication, means don't say too little or talk too much. .
- Confident and able to do communicate project related issues.
- Writes clearly and effectively, adapting wording and style to the intended audience.

Organisational / managerial skills

- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. ▪
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Job-related skills

- Negotiating skill.
- Scheduling Capability skill.
- Critical Thinking skill.
- Task Management skill.
- Group working skill

ADDITIONAL INFORMATION

References

Dr Ahmad Jawad Niazy
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