

Dear HRManager,

I wish to apply for the post of "SiteSupervisor". The position seems an ideal opportunity for me As it matches my experience, knowledge and career aspirations.

As you can see from my CV, I have amassed over 10 years of significant, progressive Experience in civil engineering projects with in the construction industries. During my career I Have participated in more than 14 civil engineering projects, all of them were successful.

My progressive engineering experience has provided me with the opportunity to develop strong client relation Villas , building skills and an ability to lead multi-disciplinary teams. I am experienced at applying the principles of civil engineering when planning, designing, and overseeing the construction and maintenance of structures and facilities.

I enclose my resume for your review and look forward to meeting with you in the near future. Should you have any questions or require clarification on any information please contact me At the above telephone number.

I would welcome the opportunity to talk to you andI hope that you will invite me for an interview. I thank you for your time and I look forward to hearing from you.

You're sincerely

M. RAFI UDDIN



MUHAMMAD RAFI UDDIN

E-mail:Rafisheikh60@gmail.com

House # A-74, Sector X-7

Gulshan e Maymar ,Karachi.

Cell:0313-7397865

CAREER OBJECTIVE:

A registered member of Sindh Technical Board as a Civil Engineer with 10 years of experience. Capable of working independently with minimum supervision, and committed to providing high quality service to every project, with a focus on health, safety and environmental issues. Possess a Diploma. In Civil Engineering.

PERSONAL INFORMATION:

☐ Father's Name	:	Riaz Uddin
☐ Date of Birth	:	31 Oct, 1988
☐ CNIC#	:	42101-8385878
☐ Marital Status	:	Single
☐ Religion	:	Islam
☐ Nationality	:	Pakistani

ACADEMIC QUALIFICATION:

☐ Diploma Civil Engineering
Govt Saif-e-Eide Zahabi Institute
Karachi, Pakistan
From 2010 to 2013

☐ **Matriculation Science -2009**

Oxford Public School Karachi

OTHER SKILLS:

- ☐ MS Office
- ☐ Auto CAD
- ☐ Internet & Emailing
- ☐ Operating Windows Applications

WORKING EXPERIENCE:

Own Construction Business :

- > Supervise 14 + projects from Starting to finishing.
- > Attend meetings and discuss project details with client.
- > Make all update Documentation of project.
- > Complete All projects before time.
- > Do All type of interior finishing work as per Client requirement.
- > Have a good relationship with Client.

Site Supervisor

Al Ittehad Construction April 2010–June 2012

- Supervise 05 project employees, including in-house, external contractors, and sub-contractors
- Attend meetings and discuss project details with clients, contractors, asset owners.
- Completed Job Hazard Assessments to identify any hazards related to job tasks and applied Safety mitigation techniques to lower risks
- Maintained client relationships; prepared bids; liaised with clients and sub-consultants
- Wrote weekly quantity reports for soil volumes to track progress and invoice clientele

LANGUAGES:

- Urdu, English

REFERENCE:

- Will be furnished upon request.