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**Personal Information:**

**Name** : **Shah Zeb Khan (Associate Civil Engineer)**

Father Name : Inayat Ullah Khan

Date of Birth : 04, April, 1992

District : Bannu, KPK

Nationality : Pakistan

Religion : Islam

Marital Status : Single

Contact No : ☎ +92 3459792906 +971 502321452

E mail : eng.zeb786@gmail.com

Language : English, Urdu, Pashto and Arabic.

**Passport Detail:**

Place of Issue : Pakistan

Date of Issue : 23-10-2020

Date of Expiry : 22-10-2025

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| **EDUCATION QUALIFICATION** |
| **EDUCATION** | **Board / University** | **Passing Year** |
| **DAE Civil**Diploma of Associate Engineer | Board of Technical Education Peshawar | 2015 |
| **B.A**  (Private)Bachelor of Arts  | University of Science & Technology Bannu | 2015 |
| **F.SC**Pre-Engineering Group | Board of Intermediate & Secondary Education Bannu | 2010 |
| **SSC (10th)**Science Group | Board of Intermediate & Secondary Education Bannu | 2008 |
| **COMPUTER & IT SKILLS** |
| **Name of Course** | **Board / Center Name** | **Passing Year** |
| **D.I.T (Computer 1 Year)**(Diploma in Information Technology) | Board of Technical Education Peshawar | 2013 |
| **Computer Basic 6 Months**  | Al Arsh Computer Academy Bannu | 2007 |
| **Composing & Typing Course (2nd time)** | Bangash Computer Literacy Center Bannu | 2010 |

**Declaration:**

I hereby declare that all the information is true to the best of my knowledge and belief character references will be readily furnished upon request.

**Objectives:**

To be associated with a progressive organization that gives scope to apply my knowledge and skills, and to be a part of a team that dynamically works towards the growth of the organization. Challenging and responsible role in a dynamic organization, where I can contribute for the growth of the organization and myself**.**

**COM Position PUTER OPERATOR TOTAL: 2 Years 10 Months**

**: Computer Operator (Contract Base)**

Office Name: Public Health Engineering Division Bannu

Started Date: 11 January 2011

Ended Date: 30 November 2013

**PAKISTAN EXPERIENCE TOTAL: 1 Years 3 Months**

**Position: Site engineer**

Company Name: Bannu Construction PVT LTD

Started Date: 23 January 2015

Ended Date: 05 April 2016

**UAE EXPERIENCE TOTAL: 4 Years 6 Months 20 DAYS**

**Position: Civil Site Engineer and Quantity Surveyor**

Company Name: QISMAT ALI KHAN TECHNICAL SERVISES LLC DUBAI

Started Date: 10/04/2016

Ended Date: 30/10/2020

**EXPERIENCE IN**

* + - 1. Autocade & Building Design
			2. MS Office (MS Word, MS Excel, Power Point)
			3. Inpage (Used for Urdu and Arabic Typing)
			4. Internet & Email
			5. Adobe Photo Shop (used in studio work)
			6. Typing Experience with good Speed: English, Urdu, & Arabic.

**Habits:**

1. Composing & Editing.
2. Building Designing on AutoCAD.
3. Internet, Email & Chatting with Friends.
4. Studying our Subjects, & Reading Islamic Books.
5. Using Multimedia & Slowly Songs.

**Personal Strength:**

1. Well experience in above mentioned field.
2. Good communication & customer service skills.
3. Fast learner and hard worker.
4. Responsibility in duty.
5. Willing to learn more.

**PROFILE SUMMARY**

 Over working experience in UAE Construction and Site Supervision on the large scale projects of Buildings, Bridges and Utilities etc. A strong technical background and a firm understanding of regulatory laws, legislation, code of Practice and considerable knowledge of the principles, practices of constructions, supervision and in his field of expertise, shop drawings, materials and Method statement of infrastructure, Road , Building and underpasses, utilities etc.

Supervised, monitored and managed the contractors, including their compliance with their Contracts, preparation of construction management plans, safety and security of the works, Progress, and quality. Possess excellent analytical, problem solving, negotiation, and client-contractor-consultant Coordination, technical correspondence, management, communication, interpersonal and Computer Skills. Standards & Codes of Practice. Familiar with and Environment, Health, and Safety.

* Construction and supervision of all activities in the scope of work as per specification, drawings and contract requirements, Supervision of site works and Site foreman.
* Coordination with Subcontractors, assisting Construction Manager regarding the execution of all construction activities, engineering aspects of construction and resources.
* Close coordination with Supervision Consultant Engineers and Department Engineers regarding project issues to ensure the smooth running of the Project, Preparation of daily and weekly program and arrangement of manpower resources, plant and equipment resources program and arrangement of all works with concerned authority.
* Try to complete the project activities within the time to avoid unnecessary delay, staff meetings and assisting the Construction Manager on contractual matters. Managing the site activities on daily basis as per the program to ensure the correct utilization of resources at right places without any delays, Submission the site progress report to Construction Manager on daily basis, arranging regular meetings with site staff, preparation of updates regarding the ongoing activities to ensure the execution of various activities as per drawings and specification, Preparation of estimates for various elements of the project, Responsible for coordination, quality control, Organizing and managing of site staff, Preparation of work schedule & monthly progress Report, variation items and escalation bills.