

Cover Letter

Dear Sir,

I am keen to be a part of your company's ambitious growth and expansion plans.

I would like to offer my candidature for a suitable position in your esteemed organization.

I have enclosed my CV for your kind perusal, although I would appreciate having opportunity to discuss with you in person how I might become an asset to your organization.

I possess a Good in Estimation and execution of work dealing with site related activities execution accordingly with updated plan and drawing and hands on communication with clients and contractors and subcontractors directing towards completion of project in estimated time.

I am a conscientious person who works hard and pays attention in detail and will not let you down in any way.

I have attached my resume for your kind consideration.

Waiting for a positive response and I am looking forward to hearing from you soon, and establishing the next step in our discussion.

Yours sincerely,

ASLAM KHAN.

Civil Site Engineer

Mob-0525886892.

Curriculum Vitae

ASLAM KHAN

(Civil Site Engineer)

EXP (2 Years in India)

Mobile: +971-525886892

Mail Id: engrk203@gmail.com

Linked in: <https://www.linkedin.com/in/aslam-khan-5a6335194/>

OBJECTIVE

Seeking for a position as a Site Engineer in a Dynamic and Technology Driven Environment, where I can Enhance my Skills and Achieve Personal Growth as well as that of the Institution. To utilize my knowledge and Apply my Skills for the Projects and Research.

EDUCATIONAL BACKGROUND

- B.Tech in Civil Engineering from (JNTU UNIVERSITY).
- Intermediate in MPC from **Kakatiya Junior College India.**
- SSC from **Kakatiya High School India.**

WORK EXPERIENCE

I. [TAMEER ASSOCIATES BUILDERS AND DEVELOPERS, TELANGANA, INDIA](#)

Designation: Site Engineer

Duration : April 2020 to December 2021.

Roles and Responsibility:

- Conducting different tests on material for checking quality and strength of material.
- Can perform on site required quantity estimates of materials.
- Periodically monitor the storage of material at site as per specifications.
- Preparing daily project status report by collecting analyzing and summarizing information.
- Ensure that all activities carried out to compliance with quality requirements of the contract.
- Liaising with contractor and subcontractors on site related managements.
- Maintaining safety environment on site.
- Managing the civil operation by prioritizing tasks as per project schedule and accomplishing the project completion as per schedule.
- Contributes to team effort by accomplishing related results as needed.

- Daily meeting & co-ordinating with co-workers & assigning the work schedule at site for progress of work in order to achieve the target.
- Maintaining project & company reputation by complying with regulations.

II. ATTAL PROJECTS, TELANGANA, INDIA

Designation: Junior Site Engineer

Duration : MAY 2019 to AUGUST 2019.

Roles and Responsibility:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job results.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Provides quality service by enforcing quality and customer service standards.
- Contributes to team effort by accomplishing related results as needed.
- Completion of weekly timesheets.
- Follow the company's quality assurance process on all projects.

TECHNICAL QUALIFICATION

- AutoCAD
- Safe
- Staad Pro Basics
- Ms Office
- Quantity Surveying
- Quality Assurance & Quality Control

PERSONAL DETAILS

Name : Aslam Khan
Father's Name : Ayub Khan
Nationality : Indian
Date of Birth : 21-10-1997
Passport No : T4755192
Marital status : Unmarried
Visa status : Visit visa
Address : BurDubai,UAE

DECLARATION

I hereby declare that all statements made are true, complete, and correct to the best of my knowledge and belief.

DATE: 24-01-2022

Signature

PLACE: U.A.E

(ASLAM KHAN)