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SHEIKH AZEEM HAFIZ

PROFILE

B.Tech Civil Engineering graduate from National Institute of Technology Srinagar, an institute of national importance, I am driven by passion for leveraging theoretical knowledge and hands on skills. With over 5 years of experience, I have developed a strong foundation in site engineering, and technical design. Skilled in AutoCAD and site engineering, managing construction teams and ensuring compliance with safety regulations and building codes. Competent leadership and problem-solving abilities to drive project success. Skillful in managing materials and labor and coordination. Dedicated to expanding knowledge and augmenting fundamentals and contributing back to the team

EXPERIENCE

SITE ENGINEER

HAFIZ CONSTRUCTION COMPANY PRIVATE LIMITED July 2021-Dec 2024

In my role as a Site Engineer at HAFIZ CONSTRUCTION COMPANY PRIVATE LIMITED in Srinagar, Jammu & Kashmir, India, I executed works contracts, coordinated with state agencies, developed technical designs, monitored site engineering activities, and managed subcontractors for billing processes.

HIGHLIGHTS

- Oversaw site preparation activities, ensuring compliance with engineering specifications and local regulations.
- Managed team of subcontractors for measurements and billing.
- Checked technical designs and drawings for adherence to standards.
- Coordinated with state and local agencies concerning project compliance.
- Conducted site visits to assess conditions of existing buildings and offer solutions for renovations and repairs
- Monitored execution of contract work for compliance with design plans and specifications.
- Produced precise technical specifications and data sheets.
- Displayed strong communication and interpersonal skills while visiting clients, jobsites and consultant offices to support project and business development needs.

SITE CIVIL ENGINEER

BISMILLAH ENGINEERING CONSULTANCY SRINAGAR JULY 2019-JULY 2021

In my role as a Site Civil Engineer at BISMILLAH ENGINEERING CONSULTANCY SRINAGAR, I leveraged my AutoCAD skills to develop detailed engineering drawings for various projects. I coordinated with

regulating agencies, managed contractor teams, and ensured seamless site coordination for successful project execution.

HIGHLIGHTS

Used computer-aided design (CAD) software to develop detailed drawings and plans for civil engineering projects facilitating efficient construction processes and minimizing rework

Managed conceptual design projects while providing task management and technical contributions to multidisciplinary teams.

Managed and coordinated team of contractors and subcontractors to successfully complete site construction projects on time and within budget.

Conducted regular site inspections to identify potential safety hazards and quality issues, implementing corrective actions as needed to maintain project integrity.

Checked technical designs and drawings for adherence to standards.

Coordinated with 4 different state and local agencies concerning project compliance

Collaborated with civil technicians to gather project equipment and update maps and drawings.

Recorded daily events and activities in site diary to evaluate process and improve productivity.

EDUCATION

2017

B.TECH CIVIL ENGINEERING

NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR, J&K, INDIA

INTERNSHIPS

TRAINEE INTERN, PWD R&B BARAMULLA, DEC 2015- JAN2016

TRAINEE INTERN, UP AWAS VIKAS DEPARTMENT, SEPT 2015- NOV 2015

**SKILLS &
INTERESTS**

- Construction Site and Material Supervision
- AutoCAD proficiency
- Cost Estimates
- Technical Drawing and Design
- Subcontractor Management
- Engineering Documentation
- Technical reporting and presentation
- Drawing review
- Construction surveying
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- MS Project

SOFT SKILLS

- Leadership and Team Management
- Effective Communication
- Problem solving
- Analytical Thinking
- Presentation
- Communication
- Team Work
- Work ethics

CERTIFICATION

- Diploma in AUTOCAD
- Project management Foundations
- Primavera P6 Essential Training
- Microsoft Project 2019 Essential Training

