

HARIZ KHAN A.P

@ Harizkhanvakayar@gmail.com

+91 95260 40388, +971568516026

Plamthottathil House Vakayar, p.o Konni Pathanamthitta Kerala



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

PROFESSIONAL SUMMARY

- Huge knowledge of managing people in the change process.
- Ability to prepare various QC reports
- Superior supervisory skills
- Excellent data analysis and communication skills

EDUCATION

<i>June, 2013</i>	International Academy of Engineering, Aluva Three-Year Diploma in Civil Engineering 80%
<i>October, 2014</i>	Cad Centre Training Services, Pathanamthitta Diploma in Auto Cad and 3D Max Certified
<i>March 2010</i>	R. H School, Konni (HSE) Higher secondary education 60%
<i>March 2008</i>	R. H school, Konni(Kerala state board) 10th Standard 60%

EXPERIENCE

<i>26/06/2019 - 26/11/2020</i>	UNITED COLOUR FILM L.L.C DUBAI Maximo software operator and Billing(RTA software, supervisor) Coordinating with project engineer for distributing of work order to teams Reporting of finished work order in Maximo, attaching photos, approved shop drawings & putting BOQ of work done Coordinating with site teams for any clarification if required Coordinating work request for work done in emergency Coordinating with RTA Engineers for any clarification required Coordinating with project Engineers for rework order to rectify & after rectification reporting in Maximo Entering work orders in Excel sheet receiving from RTA on daily basis
<i>2015 July - 2017 August</i>	Aryacon Contractors & Engineers pvt. Ltd in Trivandrum Site Engineer under Government Contract

Review specifications/contact drawings/shop drawings and prepare inspection & test plans for all activities on site

Preparation of request for information required by various functions on site (construction managers, surveyor, project coordinator, etc.)

Daily site walk checking quality of works & Reporting NCR's to site management

Inspection of materials delivered to site

Ensure that all document control procedures are implemented & followed by all personnel

K. P Associates Pathanamthitta

2013 - 2015

Worked as Auto cad and Construction Field

Review specifications/contact drawings/shop drawings and prepare inspection & test plans for all activities on site

Ensure that all stages of inspection and test requirements are conveyed to the Construction Managers/ Site Engineers and followed on site

Arranging & witnessing all tests conducted at site as well as independent testing laboratories

Conducting inspection and testing of materials as per approved standards and codes

Inspection of materials delivered to site

Ensure effective communication is maintained within operations team

Review of daily progress report & preparing required QC report

Conversant with consultant and client

Work instructed & monitor as per the quality norms

Coordinate with sub contractors for smooth flow of work

Assist the project engineers in various assignments

Involved in project coordination and execution for the construction of all kind of civil works

PERSONAL SKILLS

- A good level of written and verbal communication skills
- Adaptive to Change and ability to multi task
- Flexible and adaptable
- Build good relationship with colleges and clients
- Logical thinker
- Ability to handle stress

TECHNICAL SKILLS

- Excel
- Maximo software (RTA)
- Auto CAD
- MS office

PASSPORT DETAILS

Passport No : L7413165
Date of Issue : 20/02/2014
Date of expiry: 19/02/2024
Place of issue: Trivandrum

PERSONAL DETAILS

Date of birth : 29/08/1991
Nationality : Indian
Languages known : English, Hindi, Tamil, Malayalam

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

Yours faithfully
HARIZ KHAN A.P