

ANUM MUMTAZ KHAN

Civil Engineer

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Nationality: Pakistan

Visa status: Visit Visa (Dubai, UAE) valid till end of Oct' 2021



Profile

Highly self-motivated and focused Civil Engineer having a passion for learning new and existing skills. In addition, my ability of quick learning and dedication always proved me an exceptional student. Eager to secure a challenging role that will provide an opportunity to grow through a constant process of learning for the purpose of reaching a goal and being dynamic in a changing environment.

Working Experience

Organization	Designation	Tenure	Achievements
MAS Constructors, Pakistan	Civil Engineer Intern	Oct' 2020 to Mar' 2021	<ul style="list-style-type: none">• Learned to take off quantities from the working drawings• Gained an understanding of preparing bill of quantities using MS Excel

Educational Portfolio

2017-2020	B.S in Civil Engineering, Sir Syed University of Engineering and Technology, Karachi, Pakistan. Received University Silver Medal in the faculty of Civil Engineering for securing second highest academic standing among undergraduates (CGPA= 3.65)
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Course of Studies

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| • Surveying I and II | • Civil Engineering Drawing | • Steel Structures |
| • Transportation Engineering I and II | • Structural Analysis | • Strength of Materials |
| • Traffic Engineering | • Design of Structures | • Plain and Reinforced Concrete |
| • Technical Report Writing and Presentation Skills | • Civil Engineering Materials | • Reinforced and Pre-Stressed Concrete |
| • Communication Skills | • Design of Structures | • Construction Engineering |
| • Engineering Drawing | • Civil Engineering Materials | • Quantity Surveying and Costing |
| | • Construction Management | |

Project Experience

- 2D modeling
- Designed slabs and beams of a 200 square yard house.
- Prepared Material Statement and Bill of Quantities (BOQ) using MS Excel.
- Rate Analysis of various construction materials based on market survey.

Key Skills

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| • AutoCAD 2021 | • MS Word |
| • Preparation of Bill of Quantities (BOQ) | • PowerPoint |
| • MS Excel Spreadsheet design | • Ability to work under pressure |

Reference

References available on request