

## CURRICULUM VITAE

### **MOMHAMMED KHALED SAIFUDDIN**

Bachelor's in Civil Engineering

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### **OBJECTIVE:**

Want to involve myself in a challenging Environment offering scope of growth and development and an opportunity to apply my learnings to effectively contribute towards the achievement of organizational goals.

### **PROFESSIONAL EXPERIENCE:**

#### **1. J.M. CONSTRUCTION'S CO. BIDAR KA.**

Duration : From Dec 2020 to Dec 2021  
Role : As a Site Engineer  
Projects : Construction of Residential Buildings & Apartments

#### **2. IVRCL INFRASTRUCTURES & PROJECTS LIMITED. HYDERABAD TS.**

Duration : From July 2018 to Dec 2020  
Role : As a Site Engineer  
Projects : Construction of Residential Buildings & Hospital

### **DUTIES & RESPONSIBILITIES AT SITE:**

- Obtain the drawings of the project, assess the material & manpower requirements accurately and handover material/manpower to the purchase department to enable procurement after obtaining approvals.
- Assist in preparation of accurate project programmer, clearly indicate the time frames and activities involved in the project and monitor progress against the project plan and taking corrective action where required through effective coordination with the client, various types of subcontractor's etc.
- Supervise the site regularly, keep the client updated on the progress of project and attend to all technical and engineering issues, additional manpower requirements, drawings, changes etc. In an effective and timely manner thereby achieving project requirements and quality standards.
- Track project milestones and deliverables, check and deliver progress reports, complete requirements of documentation at defined frequency, analyze reports/results and troubleshoot problem areas, after obtaining approval, if need be.
- Maintain accurate record keeping of delays and changes that have occurred and assist the quantity survey team to prepare claims for variations and extension of time.
- Supervise and ensure adherence to QA/QC and HSE policies to ensure quality and guarantee safe & healthy work place.
- Handover as build drawings, manuals, keys etc. On project completion and assist in ensuring and receiving completion certificates from the client. Organize the site demobilization on project Completion and prepare applicable reports.
- Receive snag list from consultants, arrange sub-contractors for various works and monitor all Jobs for timely completion, including timely attendance during defect liability period.
- Maintaining first level quality assurance to confirm the installation of works in accordance with the project specification, budget and latest standards.

## **PROFESSIONAL SOFTWARES /IT SKILLS:**

- **AutoCAD:** Good knowledge of planning and detailing in AutoCAD.
- **M. S OFFICE:** Good knowledge of M.S Word, M.S Excel and M.S PowerPoint.

## **STRENGTHS / SKILLS:**

- Excellent Interpersonal, communication, organization and presentation skills.
- Excellent Leadership, Problem Solving and Project Management skills.
- Efficient in Planning and Estimation, Time Management and QualityControl.
- Able to handle multiple works at same moment.
- Committed to learn, improve capabilities to enhance performance.

<b>ACADEMIC DETAILS</b>				
COARSE	SPECIALIZATION	INSTITUTION	UNIVERSITY/BOARD	DURATION
B.E	Civil	GuruNanak Dev Engineering College, Bidar	VTU Belgaum	2013-2018
P.U.C	Science	Shaheen Ind. PU College, Bidar	P.U.E Board	2013
SSLC	All Subjects	Shaheen Urdu High School, Bidar	KSEEB	2011

<b>ACADEMIC PROJECTS</b>	
1	Stabilization of Black Cotton Soil using Chemical Additives like RBI Grade-81.
2	Extensive survey project of soolpore Village near Bidar.
3	Seminar on "CIRCULAR RUNWAY".

## **PERSONAL PROFILE:**

Father Name : MOMHAMMED AHMED MOHIUDDIN  
Date of Birth : 07 JAN 1995  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Languages Known : English, Urdu,  
Passport Number : T5721024  
Date of Issue : 02/05/2019  
Expiry Date : 01/05/2029  
Place of Issue : Bangalore, Karnataka, India.  
Visa Status : Visit Visa (Valid till 29 APRIL 2022)

## **DECLARATION:**

I hereby declare that the above-furnished details are true to the best of my knowledge.

**MOMHAMMED KHALED SAIFUDDIN**