

AKHTER ABDUL REHMAN

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Father's Name : S.M Shahnawaz Akhter
Date of Birth : 22 November 1990
Nationality : Pakistan
Driving license : Valid Saudi Arab

OBJECTIVE:

Seeking a position in an organization to work in a challenging environment in the field of **Civil Engineering** as **Quantity Surveyor/site Supervisor**; where there can be an excellent opportunity for professional advancement in the field to grow intellectually.

PROFESSIONAL EXPERIENCE: (Overall Experience: 10+ Years)

1) **Designation** : **QUANTITY SURVEYOR**
Company : J N & CO. (Pakistan)
Department : Head office
Duration : since December 2018 Till now

DUTIES & RESPONSIBILITIES:

Post-Contract stages

- Responsible for preparing all project's IPC (Interim Payment Certificate) for every 03 month and submission according to claim date with all substantiate documents.
- Reviewing weekly cost report and monitoring the daily work progress with submitted request for inspection and coordination with QA/QC team from site.
- Reviewing and finalize material requested (MR) from Site.
- Conducting meeting with consultant if any issue at site.
- Department Question and answer correspondences to client & Consultant.
- overview and finalize submitted Sub contractor Bills from site.
- Site visit to prepare weekly report & Presentation for project progress.
- Weekly meeting with site Project managers and QS team.

Pre-Contract stages

- Quantities take-off of Structural, Architectural and infrastructure elements.
- Prepare rate analysis of civil items.
- Prepare Schedule & Non-Schedule item as per contract required.
- Attending job explanation meeting with client, Site visit, Prepare of report & Presentation.
- Prepare structure and architecture BOQ as per project required with standard.

CURRENTLY RUNNING PROJECTS:

- ✓ Malir Express way under pre-execution stages
- ✓ Construction of 13 KM long, 13 M Wide & 6 M in Dept. Gujjar Nala (**Drainage System**) , (KMC) Karachi.
- ✓ Construction of 3 Km Long Baldia Nala (**Drainage System**), (KDA), Karachi.
- ✓ Construction of Benazir Bhutto **Park**, (KDA), Karachi.
- ✓ Construction of Internal Jaffr-e Tayyar **water line project**, (KDA) Karachi .
- ✓ Construction of 6 Km **roadwork** of Y-Junction Sea,(KDA) Karachi.
- ✓ Construction of Qasimabad **Sewerage** system of four Packages, (WASA) Hyderabad.
- ✓ Construction of **Sewerage** system of two Packages, (WASA) MirPurKhas.

2) **Designation** : **QUANTITY SURVEYOR**
Company : Naqvi & Siddiquie Associates (Pakistan)
Department : Head office
Duration : February 2017-December 2018

DUTIES & RESPONSIBILITIES:

- Quantities take-off of Structural, Architectural and infrastructure elements for pre-contract.
- Verify measurement sheet as per executed at site of civil work for running projects.
- Review & verify previous and running IPC of contractor.
- Finalize and issue the certificate of bills.
- Prepare structure and architecture BOQ as per project required with standard.
- Prepare Schedule & Non-Schedule item as per contract required.
- Attending job explanation meeting with client, Site visit, Prepare of report & Presentation.
- Review of rate analysis.
- Prepare and manage a billing status of all our running projects.

PROJECTS:

- ✓ Construction of Shaya Wilayat **School building** at Amroha Society, Karachi
- ✓ Construction of **medical complex building**(SIUT) at Sukkur BYPASS
- ✓ Construction of **underground car parking** at Sindh Assembly, Karachi
- ✓ Revamping of existing at provisional Sindh **Assembly Building**, Karachi
- ✓ Infrastructure of **developments of KEPZ land**, Karachi Port, Karachi
- ✓ Other for Pre-contract stages

3)	Designation	:	QUANTITY SURVEYOR
	Company	:	Al-Muhaidib contracting company (Saudi Arabia)
	Department	:	Bidding Dept. (Head office)
	Duration	:	July 2015 –Dec 2016

DUTIES & RESPONSIBILITIES:

- Quantity take-off of Structural elements and Architectural finishes.
- Cross checking of tendered quantities.
- Prepare the BOQ as per standard and client requirements.
- Consolidation & finalization of the Commercial items including Civil and MEP Cost to Submit Tender.
- Attending job explanation meeting with client, site visit & preparation of report & presentation.
- Conducting comparison analysis of the hard and soft copies of BOQ as per RFP and addendums.

CLIENT PROJECTS:

- ✓ Saudi Aramco Projects
- ✓ KSA Ministry of Finance (MOF) Projects
- ✓ KSA Ministry of Foreign Affair (MOFA) Projects
- ✓ KSA National Water Company (NWC) Projects
- ✓ KSA General Authority of Civil Aviation (GACA) Projects
- ✓ King Abdullah University of Science & Technology (KAUST) Projects

4)	Designation	:	Jr. Quantity surveyor
	Name of concern	:	United Horizon Co. (Saudi Arabia) .
	Duration	:	November 2013 -June 2015

DUTIES & RESPONSIBILITIES:

- Reporting to the Senior Quantity Surveyor.
- Quantities take off Civil, Structural & Architectural (CSA) elements through software such as AutoCAD, Plan-swing, Candy cross checking the provided quantities.
- Prepare work progress and Daily Reports.
- Obtain material price and sub-contractor price from the markets.
- Verify payment certificates of sub-contractor invoices.
- Preparation of bills for variation works.

- 5) **Designation** : **Site Supervisor**
Name of concern : **Shamsher Khan & Co. (Pakistan)**
Duration : **Jan 2011-October 2013**

DUTIES & RESPONSIBILITIES:

- Supervision on the project activities.
- Attend the weekly meetings with project teams.
- Testing materials on lab under supervision of the consultants.
- Monitoring the project schedules of construction activities.
- Preparing the daily construction progress.
- Calculation of quantities for materials at sites.
- Check the labor contractor bills.

PROJECTS:

- ✓ **Six Pedestrian Bridges** at different site completed, Karachi, Pakistan
- ✓ **3 lane Flyover, Box girder** (Cast in place) at Jinnah International Airport, Karachi, Pakistan
- ✓ **25 Km flexible pavement** of Godhra Road, Karachi, Pakistan
- ✓ **20Km flexible pavement** of Hawks Bay road Karachi, Pakistan
- ✓ Repairing **drainage** for under bypass, Karachi, Pakistan

EDUCATION:

- **04 years BS-Tech (Civil)**
Preston University-Karachi (Waiting for Degree)
- **3 years Diploma of Associate Engineer (Civil)**
Jinnah Polytechnic institute, Sindh Board of Technical Education-Karachi
Percentage: 73% (2008 to 2011)
- **Matriculation (Science)**
English School of Karachi, **Board of Secondary Education**

COURSES:

- **132 Hours-Occupational safety and health professional**
(Certification from Osha academy safety training, Geigle safety group Inc., USA)
- **Operating total station**
(Certification from Pentax Overseas Trade links)
- **CPD courses with certification by DMG**
 - Introduction to the UK BIM Standards
 - Key factors for constructing deep foundation

COMPUTER SKILLS:

- Excellent in MS Office (*MS Word, MS Excel, MS PowerPoint*)
- Studying Autodesk 3Ds Max Studio *from ARENA Multimedia*
- Autodesk AutoCAD 2016 (*2D & 3D*) *from ARENA Multimedia*
- Autodesk Revit 2014
- Plan swift 10 (*Building estimation & takeoff*)
- Adobe Photoshop (*Advanced*)

LANGUAGE & PROFESSIONAL SKILLS:

- Fluency in English language, working proficiency in Arabic.
- Having excellent communication skills and presentation skills.

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