

# Majid Ahmed

(Civil Site Engineer)

Mobile: +92-318-5048348

Email: [majidhassanabdal@gmail.com](mailto:majidhassanabdal@gmail.com)

LinkedIn: MajidAhmed12

## Personal Statement

Highly skilled Civil Engineer **with 4+ years of diverse experience** in site engineering, civil supervision, and AutoCAD operations. **Demonstrated ability** to manage projects from inception to completion with a strong focus on quality, safety, and efficiency.

**Adept at coordinating** with teams, contractors, and clients to deliver projects within time and budget constraints. **Seeking to leverage expertise** in civil engineering in a **dynamic and growth-oriented environment**.

## Skill set

Site Management & Supervision	Project Coordination	Quality Assurance & Control
Construction Planning & Execution	AutoCAD & Technical Drafting	Microsoft Office
Safety Compliance & Risk Management	Budget Management & Cost Estimation	Communication & Team Collaboration

## Education

- Bachelors of Science in Civil Engineering Technology (**BET**) , from Sarhad University of Science & Information Technology (**SUIT**). 2022
- Diploma of Associate Engineer in Civil Technology (**DAE**) , from GCT-Taxila. 2018
- 10<sup>th</sup> grade - Matriculation (Computer Sciences) 2015

## Work experience

1. **Civil Site Engineer** – Department of Construction Works at Mehria Builders, Pakistan. Feb 2023 - Present
2. **AutoCAD Draftsmen** – Design Department at Ha-Meem Brothers Consultants, Pakistan Sep 2021 - Feb 2022
3. **Civil Site Supervisor** – Department of Construction Works at Nawazish Builders, Pakistan Jan 2020 - Jul 2021

During my practical experience, I have been the part of multiple projects. Performed core responsibilities & Completed different assigned tasks successfully which are enlisted below:

### Civil Site Engineer: (Residential + High Rise Commercial Projects)

- **Led the on-site execution** of various civil engineering projects, ranging from **Magnet Villas Residential** project to **High Rise Commercial** Projects like Afaq Arcade. **Oversaw** the construction process to ensure that all tasks were **completed** on schedule, within the **allocated budget**, and to the **highest quality standards**.
- **Acted** as the primary **liaison** between architects, consultants, contractors, and other key stakeholders. Facilitated smooth communication and coordination to **ensure** that all parties were aligned with project goals and timelines.
- **Regularly** conducted thorough site inspections to **monitor progress**, verify that construction adhered to project specifications, and identify any potential issues. Took prompt **corrective action** to address any discrepancies or delays, ensuring that the project **stayed** on track.
- **Prepared** detailed daily and weekly progress reports, documenting project milestones, challenges encountered, and the solutions implemented. These reports provided **valuable insights** to **senior management** and helped in making informed decisions.
- Developed and enforced **safety protocols** on-site, ensuring that all **construction activities** complied with occupational health and safety regulations. Conducted regular safety audits and **provided training** to workers to **promote a safe working environment**.
- **Played an active role** in the estimation process, helping to develop accurate project budgets. **Managed** cost control measures throughout the project, tracking expenses and **identifying opportunities** for cost savings.
- **Worked closely** with the design team to review and interpret **construction drawings and specifications**. Provided **feedback and suggested** modifications based on **on-site conditions**, ensuring that the designs were **practical and achievable** within the project's constraints.

### AutoCAD Operator/Draftsman: (Architectural + Structural Works)

- **Assisted** in the preparation of **comprehensive project documentation**, including blueprints, schematics, and technical specifications. This documentation was **critical** for project approval, contractor bidding etc.

- **Produced precise 2D drawings** using AutoCAD, tailored to a variety of **civil engineering projects**, such as site layouts, structural designs, and infrastructure plans. These drawings served as **the foundation for construction** and were essential in **translating** design concepts into executable plans.
- Worked in **close collaboration** with engineers, architects, and project managers to develop accurate and efficient design solutions. Ensured that the drawings met the **technical requirements** and design intent, facilitating a seamless transition from **concept to construction**.
- **Actively participated** in the iterative design process by updating and revising drawings based on feedback from clients, engineers, and site teams. Ensured that **all modifications** were accurately incorporated into the final plans, minimizing errors and miscommunication during construction.
- **Conducted rigorous quality checks** on all drawings to ensure they adhered to **project requirements** and **industry standards**. Paid close attention to detail, ensuring that the drawings were both **technically accurate** and aesthetically aligned with **project goals**.
- **Maintained a well-organized** and accessible database of all drawings and related documents. **Implemented** systematic filing procedures, enabling easy access and retrieval for project teams, and ensuring that the **latest versions** of documents were **always available**.

#### Civil Site Supervisor/Foreman:

- **Coordinated the daily activities** of construction workers, subcontractors, and suppliers to ensure the **timely** and **accurate completion** of tasks. Managed work assignments and schedules to **maximize efficiency** and productivity on-site.
- Diligently **monitored project timelines**, ensuring that all work was carried out **according** to the project schedule. Kept a close watch on **progress** to prevent delays and **worked** proactively to keep the project within the **allocated budget**.
- **Ensured** that all construction activities adhered to relevant **building codes**, safety regulations, and quality standards. Conducted regular **inspections** to maintain high standards of workmanship and compliance throughout the **project lifecycle**.
- **Acted** as a point of contact for **resolving** any on-site conflicts or issues, **whether** related to personnel, materials, or construction methods. **Provided** effective solutions that minimized delays and maintained the integrity of the project.
- **Maintained detailed records** of all work performed, materials used, and any deviations from the **original project plan**. These records were **essential** for tracking progress, managing resources, and providing accurate reports to **senior management**.
- Conducted **regular site meetings** with stakeholders, including project managers, clients, and subcontractors, to discuss progress, address concerns, and implement **necessary corrective actions**. Ensured that **all parties** were informed and aligned with the **project goals**.

#### Projects:

- **Afaq Arcade:**  
(Working as a Civil Site Engineer on a high Rise G+8 stories commercial building with an estimated budget of 450 Million PKR located in Wah Model Town Phase-3 Hassanabdal, District Attock, Pakistan.)
- **Magnet Villas:**  
(Worked as a Civil Site Supervisor/Foreman on a project of 100 Residential Villas with an estimated budget of 30 Million PKR for each villa located in Wah Model Town Phase-3 Hassanabdal, District Attock, Pakistan.)
- **Hassanabdal Railway station:**  
(Worked as an Internee Associate Civil Engineer on upgradation of a two storey structure with an estimated cost of 260 Million PKR located in Hassanabdal, District Attock, Pakistan.)
- **Hazara Motorway (M-15):**  
(Worked as a Surveyor Helper on M-15 Hazara Motorway project with an estimated cost of 10 Billion PKR.)

#### Trainings and certifications:

- ✓ Certificate of Autodesk AutoCAD Course (3 Months)
- ✓ Certificate of Volunteer Appreciation in COVID'19 PENDING
- ✓ Certificate of Microsoft Office Specialist
- ✓ Attended different Training sessions related to safety precautions on Construction site.

#### References

Available upon request.