

CURRICULUM VITAE (CV)

Civil Surveyor /Supervisor

CONTACT DETAILS

Name : **Muhammad Umair Altaf**
(Mobile)  +92 306 564 1246
 +92 306 564 1246
E-mail : Umair30@gmail.com



CAREER OBJECTIVE

As a Land Surveyor, you would be required to surveying subdivisions both residential and commercial, you will be reporting directly to the survey manager, while working closely with other surveyors and survey assistants. The role would usually require a mix of both office and in the field work.

PERSONAL DETAILS

- ✓ Date of Birth 20 December 1998
- ✓ CNIC # 37302-6344748-1
- ✓ Nationality Pakistani
- ✓ Marital Status Single
- ✓ Passport Details BT1777481
- ✓ Residential Address P.O Ather PD Khan District Jhelum

EDUCATION HISTORY

ASSOCIATE CIVIL ENGINEER (DAE Civil)
Punjab Board of Technical Education Lahore
METRIC (Science Group)
Rawalpindi Board of Secondary Education

PROFESSIONAL COURSES

- **Auto CAD & Office Management** a CAD manager is a design drafting professional that supervises the use of computer-aided design (CAD) software by a design team. A variety of industries use CAD, but you are most likely to find CAD manager positions on a mechanical or industrial engineer team.
- **Short Courses in Computer Science & IT** Creating spreadsheet, creating tables, creating pivot tables, Running and creating macros, Data analysis, Data visualization, validating data & Creating documents etc.

WORK EXPERIENCE

Worked as Civil Surveyor for ongoing site activities at Blue Word City Islamabad with Habib Rafiq Pvt Ltd.

Company: - Habib Rafiq (Pvt.) Limited.

Duration: - (Nov 19, 2021 to Till Date.)



HRL
HABIB RAFIQ (PVT.) LTD.

Worked as Data Entry Operator (collecting and entering data in databases and maintaining accurate records of valuable company information) with Frontier Works Organization Pakistan.

Company: - Frontier Works Organization

Duration: - (February 15, 2020 to 13 Oct 2021.)



Frontier Works Organization
Pakistan

JOB & Responsibilities:

- Measure distances, directions, and angles to determine, locate and define boundaries and maintain the cadaster
- Produce reports for clients and management
- Create maps, plans, models and charts
- Perform site surveys/survey functions
- Assist in the procurement of packages
- Liaise with engineers, sub-contractors, clients and other on-site personnel
- Read and interpret CAD drawings
- Liaise with other onsite personnel such as engineers and supervisors
- Use GPS, Robotic Total Stations (Theodolites), aerial and terrestrial scanners, and computer software.
- Driving Skills.

Working Conditions

- Travel may be required to worksites
- Work in both an indoor and outdoor environment
- Work in varying weather conditions
- Collaborative work with other professionals working on the project.

IN-HOUSE TRAININGS

✓ Permit to Work

✓ Hazard Identification and Risk Assessment

✓ Electrical Safety

✓ Investigation and Reporting

✓ Excavation Safety

✓ Fall Protection (100 % tie off)

Languages SKILL

- ✓ Urdu–Advance (Native Tongue)
- ✓ English- Advance (Speaking, reading and writing skills)

PERSONAL COMPETENCIES

- ✓ Ability to work in a fast-paced environment to set deadlines
- ✓ Excellent oral and written correspondence with an exceptional attention to detail
- ✓ Highly organized with a creative flair for project work
- ✓ Enthusiastic self-starter who contributes well to the team
- ✓ Team building skills.
- ✓ Analytical and problem-solving skills.
- ✓ Attention to detail and high level of accuracy.
- ✓ Computer skills including the spreadsheets and word processing programs, and E-mail at a highly proficient level.