
BILAL PARVEZ

CIVIL ENGINEER

Project Management ♦ Technical Proficiency ♦ Problem Solving

Jeddah, K.S.A ♦ (+ 966) 546527283 ♦ bilalparvez378@gmail.com

PROFESSIONAL SUMMARY

Dedicated Civil Engineer with over 5 years of experience in managing and executing construction projects, from initial planning through completion. Proficient in utilizing AutoCAD, Revit, and other CAD software to create accurate and detailed project designs. Skilled in project cost management, quality control, and adherence to safety regulations. Demonstrates strong leadership and team collaboration abilities, ensuring projects are delivered on time and within budget. Excellent communication and problem-solving skills, effectively coordinating with cross-functional teams and stakeholders to achieve project objectives. Adaptable to new trends and technologies, committed to continuous improvement and sustainable construction practices.

SKILLS

Technical Skills

- AutoCAD
- Autodesk REVIT
- Microsoft Office 365
- Aconex
- Zoom

Non-Technical Skills

- Strong communication skills
- Process improvement
- Project safety understanding and knowledge
- Multitasking and adaptability
- Cultural awareness
- Organization and time management
- Customer assistance and satisfaction
- Problem-solving and critical thinking
- Strategic and creative thinking

EXPERIENCE

Site & Contracts Engineer

May 2023 – Present

ABSAR Co. Ltd., Jeddah – K.S.A

Software Used: AutoCAD, Microsoft Excel

About the Role

- Provide technical expertise during the sales process & on-site execution.
- Assess customer requirements to tailor solutions and propose products/services.
- Prepare detailed technical proposals and documentation.
- Collaborate with customers to design and configure solutions.
- Maintain knowledge of company products, services, and industry trends.

Site Engineer (Inspection)

June 2022 – October 2023

Abyatona Real Estate, Dammam - K.S.A

Software Used: AutoCAD, Microsoft Excel

About the Role

- Conduct quality inspections on construction sites, emphasizing reinforcement checks before approving them for casting in the next stage.
- Assign daily tasks to foremen and workers, ensuring streamlined operations for future construction phases.
- Organize cross-departmental meetings, facilitating coordination between MEP, Civil, and Electrical sectors on site.
- Enforce safety regulations during site inspections.
- Attend weekly meetings for project updates and client collaboration.

Site Engineer

December 2020 – May 2022

Welcome Enterprises, Aligarh – India

Software Used: AutoCAD, Microsoft Office Suite

About the Role

- Oversee structure and interior works execution, ensuring alignment with client specifications.
- Facilitate communication between suppliers and clients for materials like floor tiles and woodworks.
- Generate detailed Bills of Quantities (B.O.Q) for interior projects based on client requirements.

Jr. Site Engineer

January 2014 – April 2016

Kwality Developers, Aligarh – India

Software Used: AutoCAD, Microsoft Office Suite

About the Role

- Design and plan residential buildings using AutoCAD for home projects.
- Conduct quality inspections on construction sites under senior supervision.
- Assist engineers during site visits, contributing to project assessments.
- Participate in client-engineer meetings to ensure effective communication and project alignment.

EDUCATION

Bachelor of Science & Technology: Civil Engineering

July 2016 – September 2020

Amity University, Noida, India

Diploma: Civil Engineering

July 2009 – August 2013

Manav Bharti University, Solan, India

ACADEMIC PROJECTS

PROJECT TITLE: GIS based hydrological analysis of pollution level in Hindon River.

PROJECT DESCRIPTION: The main objective of this project was to study the change in the level of pollution of Hindon River over the duration of 10 years and integrating the data collected with GIS software. This project allowed us to explore and study various methods used for curbing the pollution in the river.

INTERNSHIPS

Industrial Trainee

May 2019 – June 2019

Delhi Jal Board, Delco Infrastructures Pvt Ltd., Seelampur, Delhi

Software Used: AutoCAD, Microsoft Office Suite

About the Role

- Demonstrated project development skills while working alongside lead civil engineer on STP construction projects.
- Set control points and completed topographical surveys to ensure quality municipal road reconstruction projects.
- Functioning in a host of construction projects including buildings, water supply, sewer systems, and roads
- Produced and compiled daily progress reports on construction projects to maintain construction schedule.

Trainee Site Engineer

May 2018 – June 2018

Delhi Development Authority (D.D.A), Jasola Vihar, Delhi

Software Used: AutoCAD, Microsoft Office Suite

About the Role

- Assisted engineers with construction projects from construction management to field engineering.
- Prepared cost estimates for construction projects or management purposes.
- Interpreted architectural drawings for construction projects.
- Learned to plan, coordinate, and supervise technical aspects and stages of construction projects.

CERTIFICATIONS

- **AutoCAD** **February 2014 - May 2014**
- **REVIT ARCHITECTURE** **May 2014 - June 2014**
- **VERTI-ZONTAL GLOBAL SOLUTIONS, ALIGARH** **July 2013**
 - 45-Day Workshop on Advance Training in Estimating Costing & Surveying

REFERENCES

Available upon request