



# Muhammad Qamer

**Nationality:** Pakistani **Date of birth:** 20/03/1991 **Gender:** Male

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## ABOUT ME

Dedicated and detail-oriented **Civil Foreman** with over 10 years of experience in supervising and managing **construction projects**. Proven track record of delivering projects on time and within budget while ensuring compliance with safety regulations and quality standards. Exceptional skills in team leadership, resource management, and problem-solving, with the ability to effectively communicate with diverse teams and stakeholders. Committed to fostering a safe and productive work environment while optimizing operational efficiency and project success.

## WORK EXPERIENCE

### Civil Foreman

**El-Seif Engineering & Contracting Company** [ 13/09/2014 – Current ]

City: Tabuk | Country: Saudi Arabia

- **Team Management:** Lead a team of construction workers in various Structural Architectural and Infrastructure projects, ensuring adherence to project timelines and budgets.
- **Responsible:** For completion of commercial, residential and Vella construction as a general contractor from groundbreaking to punch list.
- **Installed :** various types of furniture, ensuring precision and quality in every project
- **Supervises :** Set up paver, set up baskets, cut headers, drill headers, watch finishers, set forms when needed, set string lines, adjust paver to the right size, set up cure machine and run it..
- **Site Coordination:** Oversee daily activities at construction sites, assigning tasks and monitoring progress to optimize workflow.
- **Blueprint Interpretation:** Utilize strong knowledge of civil engineering principles to read and interpret construction blueprints and drawings.
- **Resource Management:** Coordinate with subcontractors, suppliers, and vendors to ensure timely delivery of materials and equipment.
- **Safety Enforcement:** Enforce health and safety regulations at the construction site, ensuring compliance with company policies.
- **Conflict Resolution:** Resolve conflicts and issues on-site while maintaining positive relationships among team members.
- **Training:** Provide on-the-job training and guidance to less experienced workers, fostering a culture of learning and development.
- **Documentation:** Maintain accurate records and documentation of construction activities, including daily reports and work logs.

### Civil Site Supervisor

**HABIB RAFIQ PVT. LIMITED, Islamabad, Pakistan** [ 09/06/2012 – 12/05/2014 ]

City: Islamabad | Country: Pakistan

- **Supervision:** Supervised and led foremen, skilled labor, and work crews in all project-related activities.
- **Resource Optimization:** Demonstrated excellent resource optimization skills, ensuring efficient use of manpower, equipment, and materials for timely project completion.
- **Labor Management:** Developed improvements in labor management policies, procedures, and work practices, enhancing overall productivity.
- **Specification Compliance:** Reviewed and understood project specifications, drawings,

and related engineering documentation to ensure compliance.

● **QA/QC Enforcement:** Enforced strict compliance with all QA/QC and safety procedures, ensuring adherence to company rules and regulations.

● **Team Respect:** Earned respect and collaboration from foremen, lead men, and skilled labor through effective leadership and communication.

## EDUCATION AND TRAINING

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### DAE (Diploma of Associate Engineering) Civil

*Punjab Board Of Technical Education, Lahore* [ 2009 – 2012 ]

Country: Pakistan

### Secondary School Certificate

*Board of Intermediate & Secondary Education Mirpur (AJK)* [ 2007 – 2009 ]

Country: Pakistan

## LANGUAGE SKILLS

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### Other language(s):

#### English

LISTENING C1 READING C1 WRITING C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

#### Urdu

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

#### Arabic

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

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Microsoft Office (Outlook, Excel, Word, PowerPoint) / Computer Basic Knowledge / Internet Browsing / Data Entry / COMPUTER SKILLS

## PERSONAL SKILLS

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### Some personal skills are as :

- Civil Construction Management
- Project Planning and Coordination
- Team Leadership and Development
- Quality Control and Assurance
- Resource Management
- Health and Safety Compliance
- Conflict Resolution
- Blueprint and Drawing Interpretation
- Construction Software Proficiency
- Scheduling and Time Management
- Budget Management