

Muhammad Khursheed

Civil and FINISHING FOREMAN

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Transferable Iqama
Riyadh, Saudi Arabia



CARRER SUMMARY-

Experienced Finishing Foreman with over 16 years of expertise in supervising and managing finishing work on construction sites. Skilled in blockwork, plastering, interlock work, and tile/marble installation. Adept at leading teams to ensure high-quality work is completed within time and budget constraints. Strong ability to oversee the completion of multiple tasks simultaneously, ensuring compliance with safety standards and project specifications. Proven track record of maintaining high standards of workmanship and attention to detail.

Skills-

- Finishing Work Supervision (Blockwork, Plastering, Interlock, Tile/Marble Installation)
- Team Leadership & Staff Management
- Quality Control & Assurance
- Project Scheduling & Coordination
- Safety Standards Compliance
- Blueprint & Plan Interpretation
- Problem Solving & Troubleshooting
- Material Estimation & Procurement

Work Experience-

- ❖ Company: China Jiangsu international company Dubai, UAE
 - **Period:** January 2022 to December 2024
 - **Designation:** Finishing Foreman
 - **Project:** 380 Villas Residential Compound Project In Al Seyouh 16, Sharjah
- ❖ Company: Al- Jadrawi General Contracting Company, KSA.
 - **Period:** February 2018– March 2020
 - **Designation:** Civil Foreman
 - **Project:** Abdullah City Jeddah, KSA.
- ❖ Company: Saudi Binladin Group, KSA.
 - **Period:** March 2010 – Jan 2018
 - **Designation:** Civil Foreman
 - **Projects:** King Abdullah University Jeddah, KSA
 - King Saud University Riyadh, KSA
 - King Abdullah Financial district Riyadh, KSA
 - King Abdullah Palace, King Salman Palace Jeddah, KSA

- Supervise a team of skilled workers in the completion of finishing tasks such as blockwork, plastering, interlock work, and tile/marble installation.
- Ensure that all finishing works meet high-quality standards and project specifications, adhering to timelines and budget constraints.
- Review and interpret blueprints, drawings, and specifications to determine project requirements.
- Oversee the preparation, organization, and allocation of materials, tools, and equipment required for each task.
- Perform regular quality control inspections and address any issues or discrepancies promptly.
- Provide training and guidance to junior workers to improve skills and performance.
- Collaborate with other trades and contractors to ensure smooth coordination and project progress.
- Ensure all safety protocols and guidelines are followed to maintain a safe work environment.
- Develop detailed work schedules, ensuring that tasks are completed in the right sequence and on time. Coordinate with project managers and other departments to ensure project deadlines are met.
- Ensure adequate resources (tools, labor, and materials) are available on-site for all finishing works. Manage and allocate labor to ensure the right skills are applied to each task.
- Conduct regular site inspections to monitor progress, quality of work, and compliance with specifications. Identify any potential issues or delays and take corrective actions to keep the project on track.

❖ Al Shafar Company Jabel Ali Free zone Dubai, UAE

- **Period:** August 2006 – May 2009

- **Designation:** Civil Foreman

- Project: Jabel Ali Garden Dubai, UAE

- Familiar with the project's contract documents, detailed drawings, specification and health and safety measures together with any associated updates.
- Ensure the contractors compliance with the standards and specifications of the contract documents.
- Manage, supervise and visit contractors on site and advice on civil engineer issues.
- Communicate and liaise effectively with colleagues and architects, co-workers and clients.
- Maintain records of the contractor human and equipment daily resources.
- Attend public meetings to discuss projects especially in a senior role.
- Ensure that a project runs smoothly and that the structure is completed on time and within budget.
- Undertake all site supervision and inspections when required or instructed by the project manager.

- Prepare daily reports to the PM including tasks, material delivery and daily inspection program.
- Follow up and implement any site instruction made by RE and ARE.
- Apply and implement all quality controls and quality procedure of the sites.
- Co-ordinate and co-operate with the client project director during their site inspectio

Summary of skills:

- Have an excellent knowledge about structural part of a buildings.
- Good in reading drawings, both structural and architectural.
- Excellence level of dealing with labour, mason, carpenter and contractors.
- Ability to deal professionally with the people from diverse cultural background.
- Excellent communication skills and leadership qualities.
- Maintaining and managing the office record and conducting and coordinating the other office jobs as well.
- Can work under the pressure in any weather conditions and circumstance meeting the deadlines.
- Good in building level ling's works.
- Building structure work and finishing works.
- Building concrete calculations and finishing estimations.

DECLARATION:

If given the chance, I believe I can assist your company with my previous internship. If you find that my skills match your needs for any position, I hope that you will contact me soon about an interview so we can further discuss this opportunity.

I hereby declare that the information mentioned above is true and correct to the best of my knowledge and also am aware of that my selection is purely based on the merit and genuineness of the details furnished above.

Thank you for your consideration. Sincerely,

MUHAMMAD KHURSHEED KHAN