

To,

HR Manager

Subject: **Application for the Position of QC and QA/QC Engineer (Civil)**

Dear Sir/Mam

I am writing to express my keen interest in the Civil QC & QA/QC Engineer Positions in your Esteemed organization. With 7+ years of Professional Experience in Quality Control and Quality Assurance within Construction Projects, **I am confident that my skills and expertise align perfectly with the requirements outlined in your job description.**

Throughout my career, I have consistently ensured adherence to project specifications, industry standards, and regulatory requirements. My experience encompasses a wide range of civil engineering project from Infrastructure developments to Commercial and Residential Projects, Precast, and Fit-out Projects. I'm proficient in conducting thorough inspections, performing material testing, and documenting findings with meticulous attention to detail.

**My key skills and experience include:**

- Quality Planning, Management and Execution.
- Perform Testing and Inspection of Materials and Civil Works.
- Resolve Quality Issues, Analyze Root Cause and Improve Quality on-site.
- Provide Training and Guidance to Quality and Construction Teams.
- Establish and Manage Quality Reports, Documentations and Quality Complainece.
- Software Proficiency: I'm Highly Proficient in Computer and Digital Skills using relevant software for data analysis, reporting, and documentation, like AutoCAD, Excel, Word, PowerPoint, Primavera P6, ERP and Modern Ai Applications, Softwares.

In my previous roles at LANDLORD DEVELOPER'S, I have successfully contributed to Maintain Quality of the Project reduced non-conformance rates, improved project quality, ensured timely project completion. I am a proactive and results-oriented professional with a strong commitment to quality and safety.

**Achievement:**

I'm Leadership Focused Believe in Teamwork. I have Provided Training & Guidance to Quality and Construction Teams for Achieving Required Quality and have Resulted Significantly in Improved Project efficiency, Safety, Quality and Reduced deviations & Delay's on-site.

I am eager to bring my expertise and dedication to Your Esteemed Organization and contribute to the successful delivery of your projects. I am confident that my experience and skills make me a strong candidate for this position.

Thank you for your time and consideration. I have attached my resume for your review and welcome the opportunity to discuss my qualifications further in an interview.

Your Sincerely,

ENGR BILAL

0536474312 / 0569137046

engineerbilalkhan44@gmail.com



# BILAL KHAN

## QC ENGINEER (CIVIL) | QA/QC EXPERT

**Phone:** +966536474312 / 0569137046

**Email:** engineerbilalkhan44@gmail.com

**Address:** Kingdom of Saudi Arabia

**Point of Notice Period:** Immediately Available

**Saudi ID:** Valid and Transferrable

### PROFESSIONAL SUMMARY

Experienced **QC** and **QA/QC Engineer** with 7+ years of experience in Construction industry. Specialized in **Quality Assurance, Quality Control**, Material Inspection & Testing, Work Inspection, Managing Project Compliance & **QMS**. Proven expertise in implementing **PQP**, conducting inspections, **Preparing ITPs, MIRs, WIRs**, and ensuring compliance with international standards (ASTM, ACI, BS, ISO). Skilled in coordinating with consultants, clients, and subcontractors to resolve quality issues and ensure timely project delivery. Proficient in MS Office, AutoCAD, ERP, Primavera P6 and project documentation systems. **In my Previous Role My training and guidance have resulted in improved project efficiency and a decrease in NCRs, deviations, and delays.**

### MY KEY SKILLS:

- QA/QC Practices and Procedures
- Site Inspections & Supervision
- Material Testing & Approval
- Quality Management System (ISO 9001)
- NCR & SOR Management
- Prepare Inspection & Test Plans (ITP)
- Method of Statements (MOS)
- Construction Drawings Interpretation
- Stakeholder Coordination
- Digital Documentation & Reporting
- Health & Safety Compliance

### WORK EXPERIENCE

**7+ Year's** of Experience in **Saudi Arabia** and Other Experience as a Professional **QC & QA/QC Engineer** with Highly Reputed Organizations on Various Projects Include Infrastructure, Building, Residential, Commercial, Precast, Fit-out and Raods. **My Technical Skills and Professional Expertise are well-align for the QC and QA/QC Engineer Positions in Construction Projects.**

#### LANDLORD DEVELOPER'S Pvt LTD.

A Project of Landlord group of Companies.

**Project:** Ministry of Commerce Housing Society Islamabad.

**Position:** QA/QC Engineer

**Duration:** May 2023 To July 2024

**Client:** Ministry of Commerce Employees Housing Authority

**Location:** Islamabad Main Highway Near Islamabad Airport

- Led quality control initiatives for infrastructure, residential and commercial Works.
- Conducted daily site inspections, ensuring strict adherence to project specifications and quality standards.
- Developed and maintained **Inspection Test Plans (ITP), Material Approval Requests (MAR), and Non-Conformance Reports (NCR).**
- Collaborated with consultants and contractors to resolve quality issues and implement corrective actions.
- Managed documentation for quality reports, site observation reports (SORs), and method statements.
- Prepared and submitted daily and weekly quality reports.
- Monitored material testing and verified compliance with project specifications.

## **EXPERTISE CONTRACTING CO.**

**Position:** QC Engineer  
**Duration:** March 2021 To Dec 2022  
**Project:** HCIS Project Package 1A  
**Location:** Al Jubayl KSA

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## **SHERJAN MARRI AND CO. GOVERNMENT CONTRACTOR'S**

**Position:** QC Engineer Civil  
**Duration:** Feb 2019 To Jan 2021  
**Project:** MES Department Barrack's  
**Location:** Smungli AirBase Quetta

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## **BUILDSCAPE ENGINEER'S Pvt LTD**

**Position:** Civil Site Engineer  
**Duration:** Oct 2017 To Dec 2018  
**Project:** DHA Villas and Infrastructure  
**Location:** Defense Housing Authority Rawalpindi

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## **MY CORE RESPONSIBILITIES:**

- Prepared Work Inspection Request (**WIR**) and Request for Inspection (**RFI**) reports to ensure quality compliance.
  - Developed Method of Statement reports outlining construction processes and procedures.
  - Created Inspection and Test Plan (**ITP**) reports for consultant review and approval.
  - Conducted inspections of construction work to ensure adherence to project specifications and quality standards.
  - Performed inspections of materials to verify compliance with approved specifications and standards.
  - Managed Material Approval Request (**MAR**) documentation for consultant approvals.
  - Responded to and closed Non-Conformance Reports (**NCRs**) by identifying and addressing quality issues.
  - Prepared and submitted Site Observation Reports (**SORs**) highlighting quality or procedural deviations.
  - Team Leadership: Lead and manage multidisciplinary teams, including engineers, project managers, and site staff, to foster collaboration and productivity.
  - Oversaw daily construction activities, ensuring compliance with project plans, specifications, and safety standards.
  - Interpreted engineering drawings and provided guidance to teams for accurate implementation on-site.
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## **COMPUTER AND DIGITAL SKILLS:**

- Well Skilled in MS Office Specially Excel, Word & Power Point.
  - Internet Usage, Mailing, Downloading & Uploading, Printing & Faxing.
  - Usage of **Modern Ai Softwares** for precise Documentations and Work flow.
  - Core software: AutoCAD, MSOffice , **Primavera P6, ERP**
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**Bachelor of Civil Engineering from University of Imperial Lahore, Punjab Pakistan.**

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