

Cover Letter

Engr. Abdul Jalil

SEC Membership: 1044839

Makkah, Saudi Arabia

jalil.mahsud123@gmail.com

Mob: 00966560940884

Dear Hiring Manager,

I am excited to apply for the **QA/QC Civil Engineer** role within your organization. With nearly eight years of hands-on experience in **quality assurance and control** across large-scale construction projects in Saudi Arabia and Pakistan, I have honed a keen expertise in inspection protocols, QA/QC procedures, and regulatory compliance. In my present role at **Construction Integrated Management System (CIMS)**, I led teams to successfully uphold quality standards on the **Jabal Omer Development Project** by overseeing over 50 inspections weekly, ensuring strict adherence to engineering and safety guidelines.

My technical proficiency in tools like **AutoCAD, Revit BIM**, and **MS Office** further supports my ability to manage complex QA/QC documentation effectively. I am confident that my skills in **monitoring construction activities, managing documentation**, and collaborating with multidisciplinary teams would bring value to your organization.

Thank you for considering my application. I look forward to discussing how my experience aligns with your needs.

Sincerely,
Abdul Jalil

Abdul Jalil

QA/QC Civil Engineer

Loc: Makkah, Saudi Arabia

Mob: 00966560940884

Email: jalil.mahsud123@gmail.com



SUMMARY

Civil Engineer with over **8 years** of specialized **QA/QC** experience in construction management across Saudi Arabia & Pakistan. Proven track record in overseeing QA/QC procedures, conducting inspections, and maintaining compliance with industry standards. Skilled in civil works, architectural/finishing, and fit-out projects, with expertise in documentation, inspections, and team collaboration.

ACADEMIC QUALIFICATION

BS. Civil Engineering Year Jan,2017 Baluchistan University of Information Technology Engineering Management and Sciences (BUIITEMS), Quetta, Pakistan.

PROFESSIONAL AFFILIATION

Pakistan Engineering Council (PEC)----- Reg No: **Civil/45712**

Saudi Engineering Council (SEC)---Membership No: **1044839**

TECHNICAL SKILLS

- REVIT BIM
- AUTOCAD
- MS-OFFICE
- INTERNET & GOOGLE

CORE COMPETENCES

- Good Communication Skills
- Leadership
- Critical Thinker
- Team Worker
- Creative
- Work Under Pressure

PROFESSIONAL EXPERIENCE

Company: Construction Integrated Management System (CIMS)

POSITION: QA/QC ENGINEER

Project: Jabal Omer Development Project | Makkah, Saudi Arabia

Period: Dec-2023 To Present

Company: Inshat Al Awtan General Contracting Co
Position: QA/QC ENGINEER
Project: Supporting Building Project I Al Qassim, Saudi Arabia.
Consultant: Zuhair Fayeze
Period: Jan 2021 - Oct 2023

Company: Inshat Al Awtan General Contracting Co
POSITION: QA/QC ENGINEER
Project: Jabal Omer Development Project I Al Qassim, Saudi Arabia.
Consultant: Engineering Consultant Group (ECG)
Period: Jan 2020 – Nov 2020

AL AZHAR HOLDING COMPANY

POSITION: QA/QC ENGINEER
Project: School Building Projects | Jeddah Saudi Arabia
Consultant: Tatweer Building Company
Period: Jan 2018 - Jan 2020

FRONTIER WORK ORGANIZATION

POSITION: Site Civil Engineer
Project: Lahore Sialkot Motor Way I Sialkot, Pakistan.
Consultant: NESPAK
Period: Jan 2017 - Jan 2018

RESPONSIBILITIES:

- Performed 50+ routine inspections weekly, ensuring compliance with project and engineering standards.”
- Plan, direct and supervise civil and architectural works in assigned area and discipline to review and monitor project progress and completion in accordance with overall project plan.
- Taking care QA/QC documents include certificate, calibration, test results, Inspection Request, NCR, CAR, and Site Inspection.
- Responsible in quality & workmanship of every activity through knowledge of all phase of engineering (Civil, Structure & Architecture)
- Providing Quality assurance and control mechanisms finishing activities as Gypsum Board Dry Wall board and Plastering works, Granite, marbles, Tiles, Painting, epoxy coating flooring, glazing, aluminum works, pre-cast cladding, metal framing and railing etc.
- To coordinate with the construction team by giving proactive notes for their activities to ensure efficient and effective execution of working activities.
- Inspected construction materials to meet regulatory standards, using established engineering techniques
- Conduct material receiving inspection of materials and to ensure safe handling and storage of materials.
- Responsible for organizing and managing the activities of receiving and outgoing quality functions

- Responsible for all QC documentations, test reports, material certificates and non-conformance reports, red line drawings etc.
- Preparation of QA reports
- Handle the activities design to manage high end floor finishes, tile cladding, Stone cladding, Acoustic ceiling, Gypsum ceiling, and dry wall installation.
- Issuance of NCR upon detection of non-conformity & to detect and eliminate root cause to prevent future occurrence of nonconformance.
- Follow-up to ensure execution of work is carried out in accordance with approved method statements. Make and prepare paper works as RFI, MIR
- Assist the quality manager in production of a project quality plan, issue to the client and relevant staff and monitor adherence to its requirements

LANGUAGES

- **Arabic** (Medium Level)
- **English** (Good Command)
- **Urdu** (Excellent Command)
- **Pashto** (Mother Tongue)

REFERENCES

References will be furnished upon demand and can travel anytime anywhere

Serial No: 008325

Reg. No: BUIEMS/CV-SF/S-13/24415



Balochistan University of Information Technology, Engineering and Management Sciences Quetta

To all who read these letters, Greetings:

Be it known that upon the recommendation of the Faculty, the Vice Chancellor has conferred upon

Abdul Jalil

in recognition of the satisfactory fulfilment of the prescribed requirements by the University,

the degree of

Bachelor of Science

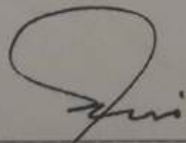
in

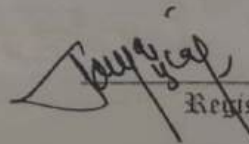
Civil Engineering

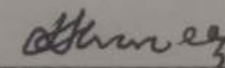
with all the honors, privileges and responsibilities pertaining thereto,

On this 4th day of July 2017




Controller of Examinations


Registrar


Vice Chancellor



by Amar Mall
Mini Director (Cons-V)



Asif Iqbal

ASIF IQBAL
Attestation Officer
22 OCT 2020
Higher Education Commission
Government of Pakistan
Islamabad

12 NOV 2020

21705-4953336-7

141
2



Balochistan University of Information Technology Engineering & Management Sciences Quetta.

TRANSCRIPT

Student ID: 24415
Name: ABDUL JALIL
Father Name: FAIZ ULLAH KHAN
Program of Study: BS Civil Engineering

Spring 2013						
Code	Title		CH	GP	QP	Grade
MATHA 117	Applied Calculus		3.00	3.00	9.00	B
CS 112	Computer Programming		1.00	1.00	1.00	D
CS 112LCIVIL	Computer Programming		2.00	3.30	6.60	B+
ENGG 201	Engineering Drawing		1.00	4.00	4.00	A
ENGG 201L	Engineering Drawing		2.00	2.70	5.40	B-
ENGG 205	Engineering Mechanics		3.00	2.00	6.00	C
ENGG 205L	Engineering Mechanics		1.00	2.00	2.00	C
HUM 166	English Language Skills		2.00	1.70	3.40	C-
HUM 102	Pakistan Studies		1.00	3.30	3.30	B+
SCH	16.00	SQP	40.70		SGPA	2.54
CCH	16.00	CQP	40.70		CGPA	2.54
Fall 2013						
Code	Title		CH	GP	QP	Grade
ENGG 204L	Basic Electro-Mechanical Engg		1.00	4.00	4.00	A
ENGG 204	Basic Electro-Mechanical Engg		2.00	2.70	5.40	B-
MATHA 214	Differential Equations		3.00	4.00	12.00	A
GEOE 302	Engineering Geology		2.00	4.00	8.00	A
CIVILE 206	Engineering Material		2.00	2.70	5.40	B-
CIVILE 206L	Engineering Material		1.00	3.00	3.00	B
CIVILE 202L	Engineering Surveying		2.00	2.30	4.60	C+
CIVILE 202	Engineering Surveying		2.00	3.30	6.60	B+
HUM 101	Islamic Studies		1.00	3.00	3.00	B
SCH	16.00	SQP	52.00		SGPA	3.25
CCH	32.00	CQP	92.70		CGPA	2.90
Spring 2014						
Code	Title		CH	GP	QP	Grade
CIVILE 303L	Civil Engg Drawing & Graphics		2.00	2.00	4.00	C
CIVILE 303	Civil Engg Drawing & Graphics		1.00	1.00	1.00	D
CIVILE 314	Engineering Surveying-II		3.00	3.00	9.00	B
CIVILE 314L	Engineering Surveying-II		1.00	3.70	3.70	A-
ENGG 206	Fluid Mechanics		3.00	4.00	12.00	A
ENGG 206L	Fluid Mechanics		1.00	1.00	1.00	D
MATHA 216	Numerical Analysis		3.00	3.30	9.90	B+
CIVILE 316L	Strength of Material-I		1.00	3.70	3.70	A-
CIVILE 316	Strength of Material-I		3.00	3.70	11.10	A-
SCH	18.00	SQP	55.40		SGPA	3.08
CCH	50.00	CQP	148.10		CGPA	2.96
Fall 2014						
Code	Title		CH	GP	QP	Grade
ENGG 209	Fluid Mechanics II	RPT	3.00	0.00	0.00	C-
ENGG 209L	Fluid Mechanics II		1.00	4.00	4.00	A
CIVILE 402	Hydrology & Water Management	RPT	3.00	0.00	0.00	C-
MATHA 217	Probability Methods in Engineering		3.00	3.70	11.10	A-
CIVILE 306L	Soil Mechanics		1.00	3.00	3.00	B
CIVILE 306	Soil Mechanics		3.00	3.30	9.90	B+
CIVILE 305	Structural Analysis		3.00	3.30	9.90	B+
SCH	11.00	SQP	37.90		SGPA	3.45
CCH	61.00	CQP	186.00		CGPA	3.05
Spring 2015						
Code	Title		CH	GP	QP	Grade
ENGG 441	Construction Management		3.00	2.70	8.10	B-
CIVILE 404	Geotechnical & Foundation Engineering		3.00	3.70	11.10	A-
CIVILE 404L	Geotechnical & Foundation Engineering		1.00	3.70	3.70	A-
CIVILE 304	Quantity Surveying & Estimation		3.00	0.00	0.00	D
CIVILE 315	Structural Analysis-II	RPT	3.00	4.00	12.00	A
HUM 265	Technical Writing & Presentation Skills		3.00	2.00	6.00	C
CIVILE 310	Transportation Planning & Engg		3.00	3.30	9.90	B+
SCH	16.00	SQP	50.80		SGPA	3.18
CCH	77.00	CQP	236.80		CGPA	3.08
Fall 2015						

Membership no.:1044839

عضوية رقم: 1044839

In accordance with the Regulations of Saudi Council of Engineers by Royal Decree M/36 Date 26/9/1423H and the Engineering Professions Practice Regulation by Royal Decree M/36 Date 19/4/1438 H. SCE has approved:

استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م/٣٦ وتاريخ ٢٦/٩/١٤٢٣هـ ونظام مزاولة المهن الهندسية الصادر بالمرسوم الملكي م/٣٦ وتاريخ ١٩/٤/١٤٣٨هـ ولائحته التنفيذية فقد قررت الهيئة اعتماد:

ABDUL JALIL FAIZULLAH KHAN

Membership Category: Engineer

Specialization: Civil Engineering

Membership Start Date: 7/7/2024

عبد ال جليل فيض الله خان

فئة العضوية: مهندس

التخصص: هندسة مدنية

تاريخ بداية العضوية: 7/7/2024

This Certification is valid until: 07 July 2025

هذه الشهادة صالحة إلى تاريخ: 12 محرم 1447



الأمين العام Secretary General

م. عبدالمحسن بن ضاوي المجنوني



Digitally signed by Saudi Council of Engineers at 7/14/2024



REGISTERED ENGINEER

PAKISTAN ENGINEERING COUNCIL PAKISTAN ENGINEERING COUNCIL PAKISTAN ENGINEERING COUNCIL PAKISTAN ENGINEERING COUNCIL PAKISTAN ENGINEERING COUNCIL

Name: ENGR ABDUL JALIL

CNIC: 2170549533367

Reg No: CIVIL/45712

Expiry: DECEMBER 31, 2026

Address: MURYALI MOOR , LEFT SIDE TO SHAMS
INTERPRISE , INFRONT OF AATA
CHAKKI , BILAL ABAD ROAD , DERA
ISMAIL KHAN, D I KHAN



Handwritten signature of the holder

Signature of Holder



Handwritten signature of the registrar

Registrar



Inshat Al Awtan
General Contracting Co.

Capital Paid SR 5,100,000

شركة انشاءات الأوطان
للمقاولات العامة

رأس المال المدفوع ٥,١٠٠,٠٠٠ ريال

Ref No. 0072

Date 1/3/2023

To Whomsoever It May Concern

This is to certify that **Abdul Jalil Faizullah Khan** having Pakistani national passport no. (BL8703361) worked as **QA/QC Engineer** in our company from **January,2020** to **October, 2023**, during his working period. He is hard working, professional and sincere.

We wish him good luck in his future endeavors

Deputy General Manager
Inshat Al Awtan
General Contracting Co.



شهادة خبرة
EXPERIENCE CERTIFICATE

Date:13/03/2020

التاريخ: 18/07/1441

This is to certify that the below mentioned
employee has worked with build Azhar Company
for the below mentioned period :

نفيدكم علماً نحن / شركة ازهر بأن
المذكور الوارد بياناته قد عمل لدينا حسب
التواريخ المبينة أدناه:

Name : **ABDUL JALIL**

الاسم : عبد الجليل

Job : **QA/QC ENGINEER**

المهنة : مهندس جودة

ID NO : **2504851433**

هوية رقم : ٢٥٠٤٨٥١٤٣٣

Nationality : Pakistani

الجنسية : باكستاني

Emplacement Period :

فترة العمل :

From 10/01/2018 To 10/10/2020

من : 23/02/1442 إلى 23/03/1439

This certificate has been issued upon his request
without any responsibility to the company. His
performance and character during his employment
with us was good.

وبناء على طلبه منح هذه الإفادة دون أدنى مسؤولية على
الشركة ، علماً بأن المذكور كان طيلة فترة عمله حسن
السير والسلوك ملتزماً بأداء عمله وقد استوفى كافة
حقوقه.

We wish him success in his future .

أملين له التوفيق ...

Human Resources Department



إدارة الموارد البشرية

10 ENGINEERS BATTALION (DUSS ZABARDUST)




EXPERIENCE CERTIFICATE

Mr. Abdul Jalil performed duties of **Site Engineer** with 10 Engineer Battalion, *Frontier Works Organization (FWO)* employed on Lahore Sialkot Motorway Project 29 Jul 2017 to 17 February 2018. He possesses sound professional knowledge and has worked with efficiency, honesty and dedication. He takes keen interest in accomplishment of the assigned duties quite efficiently. We wish him success in future and recommended him for job in any department of Pakistan as well as abroad.

Unit : 10 Engineer Battalion
Sta : FWO Camp Chianwali
Dated : 17 February 2018




Captain
For Commanding Officer
(Muhammad Waqar Sarwar)