



Muhammad Saleem

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Personal profile statement

I am a self-motivated and focused Civil Engineer with extensive experience in engineering design, from the conceptual and feasibility stages to detailed final designs. With a passion for learning and honing new skills, I excel at problem-solving using proven analytical techniques and engineering principles. I am eager to take on a challenging role in an engineering firm that provides opportunities for early responsibilities and a clear path for career growth.

Education

| | | |
|-------------|-----------------|--------------------------|
| 2016 - 2020 | BSc Civil Engg. | GC University Faisalabad |
| 2012 - 2015 | DAE Civil | GCT BHAKKAR |
| 2010 - 2012 | Matriculation | Gov High School |

Skills & Competencies:

- Possess excellent interpersonal skills and effective communication.
- Self-motivated, very ambitious, and understands strategies
- Excellent in MS Office Software (Word, Excel, PowerPoint, Outlook).
- Ability to collect, analyze data, and make recommendations.
- Enforce strict observance of company rules and regularities.
- Concern for quality and detail orientation
- Good team builder and motivator
- Analyses issues and solves problems
- Strong planning and organizing skills

Work experience

Sep 2022 - Present

QA/QC Engineer Civil Alrashid Abetong (K.S.A Riyadh)

Main duties performed:

- Conduct regular inspections for all Construction activities to ensure compliance with project specifications, quality standards, and regulatory requirements.
- Monitor construction activities, materials testing, and quality control processes to verify adherence to approved plans and specifications.
- Identify and report any non-conformities, defects, or discrepancies observed during inspections and coordinate with project stakeholders to address corrective actions.
- Review contractor submittals, including method statements, shop drawings, and material samples, for compliance with project requirements.
- Liaise with contractors, subcontractors, and site personnel to clarify technical specifications, resolve issues, and ensure smooth project progress.
- Assist in the preparation and maintenance of project records, documentation, and progress reports.
- Participate in meetings, workshops, and site visits as required to support project coordination and interface management activities.
- Promote a culture of safety and environmental compliance on construction sites, enforcing best practices and regulatory standards.
- To ensure all field civil construction activities including Architectural and structural as per Construction Quality Plan and Client Engineering Requirements.
- Provide engineering inputs & solutions with the engineering team regarding the obstruction & changes as per site conditions.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
- Ensures that the Project Quality Plan, Inspection, Test, and Checklists are in full compliance. Submit a quality report to Project Quality Manager.
- Inspects incoming material deliveries by confirming specifications and compliance with approved submittals, conducts visual and measurement tests in conjunction with the onsite logistics team.
- Ensure to performs inspections, sampling, and testing of materials in accordance with the specified standards and as approved in the Inspection test plan.
- Inspect the on-site and off-site materials to be used in the project, organize/witness field, and laboratory Tests, conducted by third parties on construction materials to ascertain their compliance with the specifications.
- Monitoring daily inspection of earthwork, formwork, rebar, concrete work, steel structure, grout work and batching plants management.

Jan2020 - July2022

Site Engineer

Para Digm Design & Construct

Main duties performed:

- Assist in planning and scheduling construction activities to ensure timely project completion, including resource allocation and material requirements.
- Oversee all on-site activities, ensuring construction work is carried out according to design specifications, safety standards, and quality requirements.
- Implement and maintain quality control measures on construction materials and workmanship, conducting inspections and tests to verify compliance with standards.
- Collaborate with project managers, architects, subcontractors, and other stakeholders to ensure smooth project execution and resolve any technical issues.
- Provide technical advice and guidance to construction teams to ensure they understand the project requirements and can execute tasks accurately.
- Enforce health and safety protocols on the construction site, conducting regular safety audits to identify and mitigate risks.
- Manage labor, equipment, and material resources efficiently to optimize productivity and reduce project costs.
- Maintain accurate records of site activities, daily progress reports, material usage, and any changes to the project scope or schedule.
- Identify construction issues or obstacles on-site and develop effective solutions to keep the project on track.
- Communicate regularly with clients to provide project updates, address concerns, and ensure their expectations are being met.
- Conduct site surveys and structural assessments to ensure that construction work meets engineering standards and project specifications.
- Ensure that all construction activities comply with relevant codes, regulations, and industry standards, such as ASTM, AISC, and local building codes.

Jul 2017 - Jun2018

Site Engineer

GCUF

Main duties performed:

- Perform general construction duties across various sites, ensuring that work is executed according to plans, specifications, and quality standards.
- Shadow the Senior Site Engineer in their day-to-day activities to gain practical experience and contribute to site operations.
- Gain in-depth knowledge and understanding of the construction industry by engaging in various on-site tasks and learning from experienced professionals.
- Present design concepts and project updates to clients, senior engineers, and project managers to ensure clear communication and alignment of project objectives.
- Conduct assessments on the structural integrity of buildings to identify potential issues and ensure compliance with safety standards.
- Perform regular site visits, inspections, audits, and surveys to monitor progress, quality, and adherence to project specifications.
- Carry out general construction duties on sites while maintaining high-quality standards and addressing any issues that arise during the construction process.

Feb 2015 - May 2017

Site Supervisor

Intech Process Automation

Main duties performed:

- Oversee day-to-day operations on the construction site to ensure work progresses according to schedule and project plans.
- Direct and supervise the activities of construction workers, subcontractors, and site personnel to ensure tasks are completed efficiently and to the required standards.
- Enforce safety regulations on-site, conduct safety briefings, and ensure that all personnel adhere to health and safety guidelines to minimize risks and accidents.
- Monitor the quality of work performed by the team, ensuring that construction activities meet project specifications and standards.
- Manage the allocation and use of materials, equipment, and tools on-site to avoid delays and ensure efficient operations.
- Track the progress of construction activities, report any deviations from the plan, and provide regular updates to the Site Engineer or Project Manager.
- Address any on-site issues or challenges that may arise, such as technical difficulties, workforce shortages, or delays in material delivery.
- Coordinate with the Site Engineer, project team, and subcontractors to streamline communication and ensure the project stays on track.
- Maintain accurate records of work performed, daily site activities, workforce attendance, and incidents or accidents that occur on-site.
- Ensure that all construction activities comply with relevant building codes, standards, and regulations to avoid legal or regulatory issues.
- Provide on-the-job training and guidance to less experienced workers to improve their skills and work efficiency.
- Conduct regular site inspections to assess progress, provide feedback to workers, and suggest improvements where needed.

Communication & Management Skills:

- **Communication:** I possess strong communication skills, both in written, verbal, and visual formats. I have effectively collaborated with professionals from diverse backgrounds and skill sets, ensuring clear and productive interactions
- **Management:** I have a natural ability to mentor, develop, and lead teams to achieve organizational goals. My approach is friendly, approachable, and motivational, as I lead by example to inspire my team to deliver their best.

Hobbies and interests

- Due to my enduring passion for engineering, I enjoy building upon my knowledge of various computer programs that I can utilize to further my career in the industry. I also enjoy playing a number of sports, including tennis and indoor hockey.

Declaration:

I hereby declare that all the above information provided is genuine and correct.

Muhammad Saleem