

Cover Letter

Engr. Abdul Jalil

SCE Membership: 1044839

PEC Membership: **Civil/45712**

Makkah, **Saudi Arabia.**

jalil.mahsud123@gmail.com | Mob: **+966 560 940 884**



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Dear Hiring Manager,

I am writing to express my interest in the QA/QC Civil Engineer position at your esteemed organization. With over 9 years of experience in quality assurance and quality control across major infrastructure, residential, and commercial projects in Saudi Arabia, I bring a proven track record in ensuring compliance with Saudi Building Code (SBC), ASTM, ACI, and ISO 9001 standards.

In my current role with Construction Integrated Management System (CIMS), I have led QA/QC efforts on the Jabal Omer Development Project, where I managed over 50+ inspections weekly, ensuring adherence to engineering specifications, safety guidelines, and contract requirements. My core strengths include concrete testing, rebar inspections, material receiving inspections, and QA/QC documentation, including ITPs, NCRs, and MIRs.

I am proficient in AutoCAD, Revit BIM, and MS Office, which allows me to efficiently manage quality documentation, red-line drawings, and inspection reports. Additionally, I am experienced in working with contractors, consultants, and clients, and have been involved in projects following the specific quality standards and procedures.

I am confident that my technical knowledge, attention to detail, and dedication to maintaining the highest quality standards in fast-paced construction environments would make a valuable contribution to your team.

Thank you for considering my application. I look forward to the opportunity to further discuss how my experience aligns with your project goals and quality objectives.

Sincerely,

Engr. Abdul Jalil

Abdul Jalil

SCE Approved: 1044839

PEC: CIVIL/45712



Scan For Portfolio

📍 Makkah, Saudi Arabia | 📞 +966-560940884 | ✉️ jalil.mahsud123@gmail.com

QA/QC Civil Engineer / Structure Works / Finishing Fit out Works

PROFESSIONAL SUMMARY

Results-driven QA/QC Civil Engineer with over 9 years of experience in construction quality assurance and control, ensuring strict compliance with Saudi Building Code (SBC), ASTM, ACI, and ISO 9001 standards. Proven expertise in concrete testing, soil compaction, and rebar inspections across infrastructure, high-rise buildings, and residential projects. Skilled in preparing Inspection and Test Plans (ITPs), handling Non-Conformance Reports (NCRs), and managing complete QA/QC documentation. Currently working as a QA/QC Engineer on a high-profile five-star hotel construction project, ensuring compliance with project specifications, quality standards (SBC, ASTM, ACI, ISO 9001), and managing all QA/QC inspections, documentation, and coordination with contractors and consultants.

Academic Qualification

BS. Civil Engineering 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 (**SCE**)---Membership No: **1044839**

Experience Overview

Extensive **QA/QC** experience covering both **structural** and **architectural/finishing** works for villas, residential buildings, and five-star hotels in **Saudi Arabia**.

A. Structural Works

- ❖ Supervised and ensured **quality control** for structural elements, including:
 - Foundation and Footing Works
 - Grade Slab Construction
 - Steel Reinforcement and Concrete Pouring for Columns and Beams
 - Slab Reinforcement and Concrete Pouring
 - Construction of Parapet Walls at Upper Roof Levels
 - Boundary Wall Construction
 - Conducted inspections for steel fixing, formwork, concrete pouring, and curing procedures as per approved **ITPs** and project specifications.

B. Finishing Works

- ❖ **QA/QC** oversight of high-end architectural and finishing activities:
 - Roof Waterproofing Systems
 - Tile and Marble Flooring and Cladding (Including Mechanical Fixation)
 - Screed Works and Fair-Face Concrete Finishes
 - Epoxy Coating for Mechanical and Electrical Rooms
 - Installation of Ceiling Systems: Gypsum, Acoustic, Metal, and Wooden Ceilings
 - Chandelier Installation and Decorative Lighting Fixtures
 - Paint Works and Wall Coverings for Walls and Ceilings
 - Ensured compliance with **Saudi Building Code (SBC), ACI, ASTM, and ISO 9001** standards throughout project execution.
 - Coordinated with site engineers, subcontractors, and QA/QC teams to ensure quality deliverables and timely inspections.

Technical Skills

- ✓ Revit BIM
- ✓ AutoCAD
- ✓ MS-Office
- ✓ Internet & Google

Core Competences

- ✓ Strong communication skills
- ✓ Effective leadership abilities
- ✓ Critical thinking and problem-solving
- ✓ Team collaboration and cooperation
- ✓ Creativity and innovation
- ✓ Ability to work efficiently under pressure

Professional Experience

Company: Construction Integrated Management System (CIMS)

Position: QA/QC ENGINEER

Project: Jabal Omer Development Project | Makkah, Saudi Arabia

Period: Dec-2024 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: Aug 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 - July 2021

AL Azhar Holding Company

Position: QA/QC ENGINEER

Project: School Building Projects | Jeddah Saudi Arabia

Consultant: Tatweer Building Company

Period: Jan 2018 - Nov 2019

Frontier Work Organization (FWO)

Position: Site Civil Engineer

Project: Lahore Sialkot Motor Way I Sialkot, Pakistan.

Consultant: NESPAK

Period: Jul 2017 - Feb 2018

Responsibilities:

- Conducted over 50 routine inspections per week to verify compliance with project specifications, engineering standards, and safety regulations
- Planned, directed, and supervised civil and architectural works within assigned areas to ensure project progress and completion aligned with overall project schedules and quality standards.
- Managed QA/QC documentation, including material certificates, calibration records, test results, inspection requests (IRs), non-conformance reports (NCRs), corrective action reports (CARs), and site inspection reports.
- Ensured quality and workmanship across all construction activities by applying comprehensive knowledge of civil, structural, and architectural engineering phases.
- Implemented quality assurance and quality control procedures for finishing activities, including gypsum board drywall installation, plastering, granite and marble works, tile setting, painting, epoxy flooring, glazing, aluminum works, precast cladding, metal framing, and railing installation.

- Coordinated with the construction team by providing proactive guidance to ensure efficient and effective execution of site activities in compliance with project standards.
- Inspected construction materials to ensure compliance with regulatory standards and project specifications, utilizing established engineering methods and quality control procedures.
- Conducted material receiving inspections to verify compliance with specifications and ensured proper handling and safe storage of materials on site.
- Organized and managed incoming and outgoing quality control activities to ensure compliance with project requirements and quality standards.
- Managed all QC documentation, including test reports, material certificates, non-conformance reports (NCRs), and red-line drawings to ensure accurate record-keeping and compliance.
- Prepared comprehensive QA reports to document inspection results, quality metrics, and compliance status.
- Managed activities related to high-end floor finishes, tile cladding, stone cladding, acoustic ceilings, gypsum ceilings, and drywall installation to ensure quality and timely completion.
- Issued Non-Conformance Reports (NCRs) upon detection of nonconformities and conducted root cause analysis to prevent recurrence of quality issues.
- Monitored work execution to ensure compliance with approved method statements and prepared documentation such as Requests for Information (RFIs) and Material Inspection Requests (MIRs).
- Assisted Quality Manager in developing and issuing the Project Quality Plan to clients and relevant teams, and monitored compliance with its requirements throughout the project lifecycle.

LANGUAGES

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

References

Available upon request. Open to relocation and willing to travel nationally or internationally as per project requirements.

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 مزاوله المهن الهندسية الصادر بالمرسوم الملكي م/٣٦ وتاريخ ١٩/٤/١٤٣٨هـ ولائحته التنفيذية فقد قررت الهيئة اعتماد:

ABDUL JALIL FAIZULLAH KHAN

عبد ال جليل فيض الله خان

Membership Category: Engineer

فئة العضوية: مهندس

Specialization: Civil Engineering

التخصص: هندسة مدنية

Membership Start Date: 7/7/2024

تاريخ بداية العضوية: 7/7/2024

This Certification is valid until: 07 July 2025

هذه الشهادة صالحة إلى تاريخ 12 محرم 1447



Secretary General الأمين العام

م. عبدالمحسن بن ضاوي المجنوني



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

1044839
رقم العضوية
Membership No

SCCE
الهيئة السعودية للمهندسين
SAUDI COUNCIL OF ENGINEERS

عبد ال جليل فيض الله خان
ABDUL JALIL FAIZULLAH KHAN

Engineer مهندس

التصنيف: هندسة
التخصص: هندسة مدنية

Classification: Engineering
Specialization: Civil Engineering

Valid Date: 2025-07-07
تاريخ الانتهاء: 1447-01-12

Serial No: 008325

Reg. No: BUIITEMS/CV-SF/IS-1324415



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 6th day of July 2017



Controller of Examinations

Registrar

Vice Chancellor



REGISTERED ENGINEER

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



Signature of Holder



Registrar

Serial No: 017411



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 112/CIVIL | 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 | 62.30 | | | 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 205 | 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 | 146.10 | | | CGPA 2.98 |
| 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 | 37.80 | | | SGPA 3.48 |
| CCH | 61.00 | CQP | 188.00 | | | 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 | | 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 | 60.80 | | | SGPA 3.18 |
| CCH | 77.00 | CQP | 236.80 | | | CGPA 3.08 |
| Fall 2015 | | | | | | |



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 أزهر 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 : 23/03/1439 إلى 23/02/1442

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