

Muhammad Daud Jan

M.Sc. | [Civil Engineer \(Site\)](#) | [Construction Engineer](#)

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Transferable Iqama - **Riyadh, Saudi Arabia**

Profile Summary

Experienced **Civil Engineer** with over **12 years of diverse experience**, including **5 years in the UAE and 7 years in Pakistan**. Proven track record in the successful execution of a wide range of projects, including multistory buildings, hydraulic structures such as dams, spillways, and irrigation canals, as well as roads and bridges. Adept at coordinating with team management, clients and stakeholders to ensure project milestones are met with high standards of quality and efficiency. Strong technical knowledge combined with a collaborative approach to problem-solving, driving exceptional project outcomes.

Education

- **Master of Science in Civil Engineering (2019)**
Cecos University of IT & Emerging Sciences, Peshawar, Pakistan.
- **Bachelor of Science in Civil Engineering (2011)**
Cecos University of IT & Emerging Sciences, Peshawar, Pakistan.

Working Experience

- **Engineering Contracting Company.LLC, Dubai, UAE.**
Civil Engineer (Site) / Construction Engineer (September 2019 – November 2024)
 - **Project 1: DCH Development, Dubai Creek Beach Phase 3,**
Building Structural Construction.
Building Finishing Works.
Building Fit out Works.
 - **Project 2: DCH Development, Dubai Creek Beach Phase 1& 2.**
Building Structural Construction.
Building Finishing Works.
Building Fit out Works.
- **Pakistan Engineering Services (PVT) Ltd, Pakistan.**
Civil Engineer (Site)/ Construction Engineer (September 2012 – April 2018)
 - **Project 1: Khattak Banda Dam Project, Kohat, KPK, Pakistan.**
Construction supervision of Roller Compacted Concrete Dam, Intake & Outlet structure, Irrigation Canal, Road, Bridge and other infrastructures works.
 - **Project 2: Jalozei Dam Project, Nowshera, KPK, Pakistan.**
Construction supervision of Dam Embankment, Spillway, Intake & Outlet structure, Irrigation Canal, Road, Bridge and other infrastructures works.
 - **Project 3: Jhangra Dam Project, Haripur, KPK, Pakistan.**
Construction supervision of Dam Embankment, Spillway, Intake & Outlet structure, Irrigation Canal, Road, Bridge and other infrastructures works.

Roles & Responsibilities Fulfilled:

Project Management & Coordination

- Regularly conducted meetings with clients and consultants to discuss drawing revisions and quality standards, ensured clear communication and alignment on project goals.
- Developed detailed project plans and executed works as per design specifications, ensuring all structural components met project requirements.
- Directed daily site operations, resolved on-site issues promptly, and implemented strategies to improve construction processes.
- Acted as primary liaison with consultants and site in-charge, coordinating inspections and meetings to address quality issues, including issuance and closure of NCRs and SORs.
- Liaised with authorities' representatives to coordinate project activities and compliance.
- Fostered a collaborative team environment, facilitating communication and coordination among team members and stakeholders.

Quality Assurance & Control

- Established and maintained quality control processes to ensure subcontractor adherence to project specifications and standards.
- Developed and implemented quality assurance protocols, conducting regular inspections to ensure compliance with industry standards and regulations.
- Maintained stringent quality standards for all structural works, including RCC works (foundations, sub structures and super structures) and steel execution per approved designs.
- Performed detailed inspections on-site following approved Method Statements and Inspection Test Plans (ITPs).
- Witnessed materials testing both on-site and at accredited laboratories to verify compliance.
- Conducted site safety inspections and prepared safety observation reports.
- Ensured compliance with safety regulations, fostering a safe working environment.

Technical & Engineering Execution

- Prepared shop drawings, detailed Bar Bending Schedules (BBS), Bills of Quantities (BOQs), and subcontractor bills, ensuring accuracy and completeness.
- Compiled daily progress reports and performed monthly analyses to assess project status and identify areas for improvement.
- Prepared detailed material and cost estimates for new projects, supporting financial planning and resource allocation.
- Ensured pre and post construction survey activities were conducted with contractor staff.
- Supervised earthworks excavation, reinforced concrete works, and quality control/testing of structures including hydraulic structures, roads, bridges, and other infrastructure components.
- Executed steel work in accordance with approved structural designs, ensuring precision and compliance.
- Ensured contractors executed works as per construction drawings, specifications and approved shop drawings.

Team Leadership & Subcontractor Management

- Led a team of site engineers, providing guidance, training, and support to ensure effective project execution and professional development.
- Identified, evaluated, and hired subcontractors, negotiating contracts and ensuring alignment with project requirements and budgets.
- Built and maintained strong subcontractor relationships, ensuring performance met standards and timelines.
- Supervised working labor to ensure adherence to construction methods, quality standards, and safety protocols.
- Resolved any related problems arise and escalate any complex operational issues.

Documentation & Reporting

- Managed and maintained detailed project documentation including contracts, plans, permits, inspection reports, and as-built records.
- Prepared and submitted accurate project bills, ensuring timely payments and financial oversight.
- Reviewed and evaluated contractor weekly and monthly progress reports, highlighting issues affecting the baseline program.
- Assisted the Project Manager in reviewing and approving as-built records and Operation & Maintenance manuals.

Budget & Cost Control

- Monitored project budgets, identified cost-saving opportunities, and managed expenditures to stay within financial constraints.

Additional Responsibilities

- Conducted handing-over inspections with contractor representatives.
- Performed miscellaneous tasks assigned by the Project Manager.
- Experienced with civil engineering tools like AutoCAD, Sketch Up Pro for plotting & X-Sections along with MS Office.
- Excellent Fluency in English with Speaking, Writing and Reading.

Professional Skills

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| ▪ Project Plans | ▪ Project Implementation | ▪ Project Engineering | ▪ Resource Management |
| ▪ Coordination with Project Team | ▪ Communication | ▪ Project Commissioning | ▪ Construction Management |
| ▪ Supervisory Skills | ▪ Project Handover | ▪ Earthworks Supervision | ▪ RCC/PCC Supervision |
| ▪ Software Proficiency (AutoCad) | ▪ Computer Literacy (MS Office) | ▪ Developing & Reviewing Shop Drawings | ▪ Problem Solving Skills & Risk Management |
| ▪ Quality Assurance & Control | ▪ Technical Support | ▪ Compliance & Safety | |

Computer Skills

- AutoCAD
- Eagle Point
- Sketch Up Pro (Sketch & X-Sections)
- MS Excel for Quantity Estimations
- MS Office Automation

Registrations

- Member of PEC as Registered Engineer (Civil/32151)
- Member of Higher Education Commission Pakistan
- Member of Pakistan Engineering Congress

Strengths

- **Technical Expertise:** Comprehensive proficiency in site supervision.
- **Project Management and Supervision:** Demonstrated leadership in overseeing projects, excelling in coordination and delivery within set timelines.
- **Problem-Solving:** Proven flexibility in diverse work environments with a Keen ability to navigate and resolve complex challenges

Languages

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| • Pashto | Native |
| • Urdu | Advance |
| • English | Advance |
| • Arabic | Beginner |