

Cover Letter

Engr. Abdul Jalil

SCE Membership: 1044839

PEC Membership: Civil/45712

Makkah, Saudi Arabia

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Scan For Portfolio

Dear Hiring Manager,

I am applying for the position of QA/QC Civil Engineer, bringing over 9 years of progressive experience in construction quality assurance and quality control across infrastructure, commercial, and residential projects in Saudi Arabia. I specialize in quality management systems, site inspections, and construction documentation in alignment with Saudi Building Code (SBC), ASTM, ACI, and ISO 9001 standards.

In my current role with Construction Integrated Management System (CIMS) on the Jabal Omer Development Project, I:

- Perform and document daily site inspections for civil, structural, and architectural works
- Ensure compliance with approved shop drawings, method statements, and ITPs (Inspection and Test Plans)
- Manage Material Inspection Requests (MIRs) and Non-Conformance Reports (NCRs)
- Monitor concrete pouring, rebar installation, blockwork, plastering, and finishing works
- Coordinate with consultants, contractors, and third-party testing agencies to resolve quality-related issues

My skills include AutoCAD, Revit (BIM), and Microsoft Office Suite, supporting my ability to prepare and maintain QA/QC documentation, red-line markups, and inspection logs efficiently. I am also experienced in implementing corrective and preventive actions, conducting internal audits, and maintaining project quality records for handover.

I am passionate about construction quality control and committed to continuous improvement. My ability to interpret drawings, execute inspection protocols, and enforce quality procedures ensures project compliance, safety, and durability.

I would welcome the opportunity to contribute to your team and support your organization's quality goals. Thank you for considering my application.

Sincerely,

Engr. Abdul Jalil

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QA/QC Civil Engineer | Structural & Finishing Works Specialist

Makkah, Saudi Arabia

Phone: +966 560 940 884 | Email: jalil.mahsud123@gmail.com

SCE Reg#: 1044839 | PEC Reg#: Civil/45712

Professional Summary

Dedicated and detail-oriented QA/QC Civil Engineer with over 9 years of progressive experience in the construction industry. Specialized in both structural and finishing works, ensuring project execution in full compliance with Saudi Building Code (SBC), ACI, ASTM, and ISO 9001 standards. Proven expertise in managing site inspections, quality documentation, and cross-functional coordination with consultants and contractors on high-rise buildings, villas, infrastructure, and five-star hospitality projects.

Core Competencies

- Structural QA/QC (Concrete, Rebar, Formwork, Post-Tensioning)
- Architectural Finishing QA/QC (Flooring, Cladding, Ceilings, Waterproofing)
- QA Documentation (ITPs, IRs, MIRs, NCRs, CARs, QAPs)
- Site Inspections & Reporting
- Root Cause Analysis & Corrective Action
- Quality Planning & Audit Compliance (ISO 9001)
- Team Coordination & Supervision
- AutoCAD | MS Office Suite

Education

Bachelor of Science in Civil Engineering

BUIITEMS University – Quetta, Pakistan | Graduated: 2016

Certifications & Memberships

- Saudi Council of Engineers (SCE) | Reg#: 1044839
- Pakistan Engineering Council (PEC) | Reg#: Civil/45712

Work Experience

QA/QC Civil Engineer — Construction Integrated Management System (CIMS), Makkah (Dec 2023 – Present)

- Supervised QA/QC for structural and finishing works in podium and high-rise structures.
- Conducted over 50 weekly inspections to ensure compliance with design specs and quality benchmarks.
- Led coordination between construction, safety, and quality departments.
- Reviewed and verified all QA documentation including IRs, MIRs, ITPs.

QA/QC Engineer — Inshat Al Awtan General Contracting Co., Al Qassim (Aug 2021 – Oct 2023)

- Oversaw concrete and rebar inspections for foundation, slabs, and vertical elements.
- Managed material submittals, inspection requests, and red-line drawing verification.
- Issued NCRs and managed closure process in line with ISO quality standards.

QA/QC Engineer — Jabal Omar Development Project, Al Qassim (Jan 2020 – Jul 2021)

- Ensured structural elements and finishing activities adhered to SBC and project specifications.
- Coordinated inspections with ECG consultants and supervised subcontractors' quality.

QA/QC Engineer — Al Azhar Holding Company, Jeddah (Jan 2018 – Nov 2019)

- Monitored architectural and finishing works such as tile, paint, waterproofing, ceilings.
- Coordinated with Tatweer consultants for inspection approvals and documentation.

Site Civil Engineer — Frontier Works Organization (FWO), Lahore-Sialkot Motorway Project (Jul 2017 – Feb 2018)

- Executed civil construction for roads and drainage systems under NESPAK supervision.
- Handled on-site quality checks and ensured progress aligned with project timelines.

Project Highlights

- Jabal Omar Towers – High-rise Five Star Hotel Project (KSA)
- Ministry of Education Schools – Finishing & infrastructure (Jeddah)
- Supporting Buildings & Villas Project – Structural & Fit-out (Al-Qassim)
- Lahore-Sialkot Motorway – National infrastructure project (Pakistan)

Technical Skills

- Concrete Mix & Cube Testing
- Rebar Detailing & Inspection
- Epoxy Flooring
- Tile and Marble Flooring
- Screed Work
- Mechanical Fixing for Marble/Granite
- Dry Wall Partitions
- Ceiling Installations (Gypsum, Acoustic, Metal)
- Paint, Wall Covering Finishes at Walls.
- Water & Damp Proofing Systems

Achievements

- Reduced NCRs by 25% across multiple projects by enhancing QA/QC workflows.
- Led QA inspections across 3 major Saudi projects with 100% approval ratings.
- Delivered school infrastructure projects ahead of schedule and within compliance benchmarks.

Languages

- English – Professional Working Proficiency
- Arabic – Intermediate
- Urdu & Pashto – Native Fluency

References

Available upon request.

Willing to relocate and travel as per project requirements.

Serial No: 008325

Reg. No: BUTEMS.CV-SF/S-1321415



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



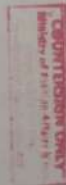
Controller of Examinations

Registrar

Vice Chancellor



By Asif Iqbal
Director (Cons.)



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

12 NOV 2020

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Membership no.:1044839

عضوية رقم:1044839

Certificate
Professional Accreditation

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 Date19/4/1438 H, SCE has approved:

استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م/٣٦ وتاريخ ٢٦/٩/١٤٢٣هـ ونظام مهنة 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 2026

هذه الشهادة صالحة إلى تاريخ 22 محرم 1448



الأمين العام Secretary General

م. عبدالمحسن بن ضاوي المجتوبي



Digitally signed by Saudi Council of Engineers at 7/7/2025



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

