

Dear Sir/Madam,

Greetings of the day!

With due respect, I am pleased to submit my application for the Quantity Surveyor (Civil, Mechanical, Architectural, and Steel Structure) position at your esteemed company.

With over 13+ years of experience working on Oil & Gas, EPC (Maaden project), Infrastructure, Metro project, Commercial, and Residential Building (Villa / high-rise building) projects.

Currently, I work as a Quantity Surveyor & Cost Control Eng./Procurement officer at National Basics Company Ltd., contributing to the Berri Development Onshore Flow Lines & Tie-in Project, Jubail in Saudi Arabia.

My key responsibilities include:

-Managing executed quantities on-site as per BOQ and RFI, and submitting them for IPC/PMS approval along with all supporting documents.

-Managing approved suppliers and vendors for project materials and verifying procurement material.

-Verifying subcontractor bills, store material inventory, and labour payments bills.

I have extensive experience in post-contract activities, including quantity preparation, interim payments, as-built final quantities, documentation, and variation claims.

Additionally, I have worked as a QC Inspector (Civil and Finishing Works), Site Engineer, and Documents Controller (Timekeeper).

I hold a Diploma in Civil Engineering from Jamia Millia Islamia University, New Delhi, and I am currently pursuing a BSc (Hons) in Quantity Surveying.

My technical expertise includes AutoCAD, MS Office, Revit Architecture (basic), Civil 3D (basic), Primavera (basic), Tekla (pursuing), and COST X.

Please find my resume and all documents attached for your kind review,

Thank you,

Best Regards,

Ahmad Najmee

+966-0568068712

+966-0555031582

RESUME



Ahmad Orooj Najmee

2nd Street, Al Thuqbah,
Makkah Al Mukarramah Street,
Al Khobar -84623
Saudi Arabia.

Mobile: +966-568068712(KSA)

+966-555031582(KSA)

+91-7303071268(India)

E-mail: najmee.saba@gmail.com

orooj_njmee@yahoo.co.in

Skype Id- najmee.saba@gmail.com

(ahmad najmee)

Professional Objective

To pursue a rewarding career as a Cost Control, Quantity Surveyor and Procurement Officer in the field of Civil Engineering, contributing to an organization's success through accurate cost analysis, efficient procurement strategies, and comprehensive financial reporting. I seek a challenging environment that fosters growth and allows me to enhance my professional and interpersonal skills.

Experience Summary

With over 13+ years of experience in the field of Oil & Gas, EPC project, Residential /Commercial/High Rise buildings project (Structure & Architecture work), Infrastructure project & Metro Project (Including Gypsum Stack, TSF Pond, Roads, Culverts & minor Bridges.)

Key Skills

- Quantity Take-offs (Civil, Architectural, Mechanical, Steel Structure)
- Cost Control, Estimation & Budgeting.
- Sub-Contractors billing, Labor Bill & IPC/PMS billing.
- Co-ordinate with Client and Consultant for IPC/RN approval.
- Procurement & Vendor Management.
- BOQ Analysis, Quantity Tracking & material reconciliation.
- Progress reporting, Monitoring and Tracking activities.
- HDPE Liner work, HDPE Piping work, Finishing works, Precast panels.
- AutoCAD, Civil 3D, Cost X, Primavera P6 (Pursuing), Revit Architecture (Basic), Tekla (Pursuing)

Professional Experience

1). **Quantity Surveyor /Cost Control & Procurement officer (Civil & Mechanical)**
(May 2021 -Present) Current Employ.

Company- National Basic Company LTD., Al Khobar (KSA).

Projects:

A). BERRI DEVELOPMENT ONSHORE FLOW LINES & TIE-IN PROJECT, Jubail.

Client- : SAUDI ARAMCO

Contractor- : RTCC

Project Value - :102,202,056.86 million (SAR)

B). GYPSUM STACK PHASE-II, MA'ADEN, WAAD AL SHAMAL Plant, TURAIF- (EPC project).

Client - : MA'ADEN

Contractor- : AFAC&NBC Ltd. | Project Value-: 262,787,556.78 million (SAR).

C) New Tailing Storage Facility Cell- 02, MA'ADEN- WAAD AL SHAMAL inside Plant, TURAIF.

Client- : MA'ADEN |

Contractor- : NBC Ltd. | Project Value-: 36,248,019.80 million (SAR)

Responsibilities:

- Daily supervision of works at the site (Civil, Mechanical & Procurement materials).
- Prepare the daily report of work progress and sent it to sub domain lead.
- Taking off Quantities using Civil, Mechanical Drawings.
- Prepared monthly Interim Payment Applications (IPA) with all supporting documents for submission to the Consultant, and coordinated with clients and consultants for IPC/PMS approvals.
- Verified subcontractor bills, store material inventory, and labor payment records. Managed approved suppliers and vendors for project materials and verifying procurement documents & materials.
- Developed and maintained project budgets by considering all potential costs (labor, materials, equipment, subcontractors, etc.), ensuring accurate and timely cost reporting.
- Tracked and monitored project expenditures, compared actual costs to budgeted amounts, and reported variances to project management.
- Prepared detailed Project cost estimates for various project phases & preparation of full quantity survey on associated materials and trades.
- Coordinate with various departments to gather necessary information for accurate proposals and meet the project or client's requirements.
- Prepare and submit comprehensive tender documentation, including cost estimates, query response and Post-Bid Clarification/Response with project specifications Managed procurement processes, including evaluating supplier quotations and preparing comparison sheets.
- Monitored BOQ quantities against executed quantities and conducted material reconciliation.

2). Quantity Surveyor (Civil, Mechanical & Steel Structure) (NOV. 2020 to May 2021).

Company- AKON International Co. Ltd, Jeddah (KSA).

A) Project : HUGRS (Hawiyah Unayzah Gas Reservoir Storage) project.

Client : Saudi Aramco

Contractor : Samsung Engineering

Sub-Contractor: Akon International Co. Ltd. | Project Value :78,24,014.56 million (SAR)

Responsibilities:

- Taking off Quantities and tracked materials using detailed Civil, structural and mechanical drawings.
- Prepare Procurement Sheet & Reconciliation of the materials for every month & Prepared cost estimate and coordinated with teams for timely project execution.
- Verified subcontractor bills, store material inventory, and labor payment.

3). Quantity Surveyor (Civil, Architecture & Steel Structure) (MAY 2015 to NOV. 2020)

Company- SAUDI LEBANESE TAROUK CONTRACTING COMPANY LTD, Riyadh (KSA).

A) Project : STC ADMINISTRATION BUILDING -A & B.

Client : SAUDI TELECOM COMPANY
Consultant : KHATIB & ALAMI
Contractor : AL BAWANI| Sub-Contractor: SLTCC (Architecture & RCC Structure).

B) Project : KAFD METRO LINE 01-A1 (Iconic Station).

Client : ADA (AR Riyadh Development Authority)
Consultant : RMTC
Contractor : BACS
Sub-Contractor : SLTCC (Steel Structure & RCC Structure work).

Project Value : 210,015,908.11 million (SAR)

C) Project : RIYADH PUBLIC TRANSPORT CONTROL CENTER.

Client : ADA (AR Riyadh Development Authority)
Consultant : DAR AL Handasah
Main Contractor : Saudi Lebanese Tarouk Contracting Company LTD.

Project Value : 465,294,909.16 million (SAR)+ variation order

D) Project : RIWAQ CORDOBA SHOPPING MALL.

Client : ROIYAH REAL ESTATE INVESTMENT.
Project Location : RIYADH, THUMAMAH ROAD.
Main Contractor : Saudi Lebanese Tarouk Contracting Company LTD

Project Value : 130,705,922.97 million (SAR)+ variation order

E) Project : Wadi Qortuba Villas (385 Villas with Community Hall.

Client : Solidere.
Project Location : RIYADH, THUMAMAH ROAD.
Main Contractor : Saudi Lebanese Tarouk Contracting Company LTD

Project Value : 1,350,000,000.00 million (SAR)+ variation order

Responsibilities:

- Daily supervision of works at the site (Civil, Mechanical, Steel Structure and Architectural).
- Prepare the daily report of work progress and sent it to sub domain lead.
- Perform detailed quantity take-offs for all Architecture, Structural & Civil works, including joinery, flooring, ceilings, partitions, and custom furniture, based on design drawings, specifications, and site conditions.
- Prepare accurate cost estimates for all Architecture, Steel Structure & Civil projects and assist in preparing project budgets. Work closely with project teams to ensure alignment with financial targets.
- Tracking project costs, monitor deviations from budgets, and provide cost control reports to management. Identify cost variances and recommend corrective actions.
- Collaborate with project managers, and site teams to ensure smooth execution of Architectural, Steel Structure & Civil works within budget and schedule.
- Prepared monthly IPA submissions and coordinated for IPC approvals with consultants.
- Conducted site measurements, material reconciliation, and tracked BOQ quantities.
- Prepare Procurement Sheet & Reconciliation of the materials for every month.
- Track the BOQ Quantity with respect to actual executed Quantities on Site.
- Preparing Direct Site Staff and Labor Payroll Sheets and Weekly Work Done analysis.
- Check and Verify the Sub-contractor bills.
- Co-ordinate with various discipline engineers at site and must implement the direction of the client representative.

4). Asst.Quantity surveyor and Site Engineer (March 2012 to April 2015). Company- BSC-C&C'JV', Gurgaon (India)

- **Project** : 2-Laning of Shillong-Nongstoin Section of NH-44E and Nongstoin-Rongjeng-Tura Road UnderPhase-'A' of SARDP-NE.
- Client : PWD, Govt. of Meghalaya.
- Project Location : Shillong.
- Project Value : Rs 1503.83 Crores within 48 months.

Project Description:

- It is the biggest site for PWD, Govt. of Meghalaya. The site Location is heavily undulated and spread over on ridges and valley with big nala following in between.
- The road length was almost 260kms from Shillong to Tura with major and minor bridges.
- The company had four camps between 260 kms.

Responsibilities:

- Preparing material schedules and reinforcement bar schedules
- Preparing Site Progress Reports and Material Stock balance at site related to structure work. Reconciliation of the materials for every month.
- To check, inspect, and test incoming raw materials at the site.
- Coordinate with client and consultant for the verification of materials, inspection, and all QC-related documents.
- Before pouring concrete check and ensure the formwork supports (props and jacks) voids, reinforcement etc.
- Preparing concrete pouring requests and submit to batching plant.
- Inspection of the field compaction test on soil and slum and cube test on concrete pouring. Inspection of field test on GSB, WBM, WMM, DBM, and BC.
- Site scheduling and monitoring and report to Dpty. Project manager.
- Utilize the manpower, machine, and materials at the site.
- Preparing DPR, MPR, MIR, and Monthly IPC and sub-contractor's bills.
- Dealing with clients (PWD) and sub-contractors.
- Inspection of form and reinforcement work for foundation prior to concrete and giving clearance for concrete work.
- Monitoring the concrete pouring work including slump test, and temperature of concrete and also ensuring that enough vibrators are used for concrete work.
- Perform all daily inspection and test to achieve the quality of construction required in the drawings and specifications for all works.

5). Trainee Engineer (Structure) (April 2011 to Oct 2011).

Company- KEEN DESIGNER PVT.LTD, Noida (INDIA)

- Project : Amrapali Zodiac
- Client : Amrapali Group.
- Project Location : Sector-120, Noida.

Project Description:

- Assisted in site supervision and quantity verification for structural works.
- The project consists of 22 blocks with G+15 floors, featuring residential apartments, a clubhouse, swimming pools, a sports ground, a children's park, a library, a restaurant, car parks, and other amenities.
- Each flat includes options for 4-bedroom, 3-bedroom, and 2-bedroom units, all with well furnished. Infrastructure work includes roads, drainage, a service yard, and a compound wall. Additional services include firefighting and a hydro-pneumatic system.
- Reviewed material schedules and collaborated on architectural layouts.

Responsibilities:

- As a trainee engineer.

6). CAD Draughtsman Structure and Finishing work (Sep. 2006 To Oct. 2009)

Company- SAJEG CONSULTANT, New Delhi (India).

Responsibilities:

- As a Draughts man (Architecture and Structure)

Educational Qualifications

- BSc (Hons.) in QS from BCU, UK. (Pursuing)
- Diploma in Civil Engineering -Jamia Millia Islamia University New Delhi-110025, December 2011 with 75.76%
- Draughts Man (Civil)-State Council of Vocational Training, Patna (SCVT) July 2006 with 82.83%.
- AutoCAD– Apex Sarai Julaina, New Delhi-110025.

Personal Details

Father's Name : Mohammed Hasimuddin.
Date of Birth : October 9, 1985.
Sex : Male.
Nationality : Indian.
Marital Status : Married.
Passport number (#02) : P9622204.
Date of issue & expiry : 14/02/2017 & 13/02/2027.
Place of issue : Riyadh.
Languages Known : English, Urdu & Hindi
Driving license : ML07 20140000687(INDIA)
 : VALID license (KSA)
Saudi Council Registration : 940656

Declaration:

I hereby declare that the particulars in the resume are true and correct to the best of my knowledge and belief.

Place: Al Thuqbah, Al Khober

Date:

(Ahmad Orooj Najmee)

المدينة : القطيف 32633
هاتف : 966138811182
فاكس : 966138811184

شركة أساسيات الوطنية المحدودة
رقم السجل التجاري : 2051047224
رقم الاشتراك : 147672

التاريخ الهجري : 24/7/1444
التاريخ الميلادي : 15/02/2023
الموضوع : تعريف

خطاب تعريف موظف

المحترمين

السادة / الهيئة السعودية للمهندسين

،،،، اما بعد

السلام عليكم ورحمة الله وبركاته

نشهد نحن شركة أساسيات الوطنية المحدودة ان الموظف السيد / احمد احمد نجمي هندي الجنسية حامل اقامة رقم 2388243319 يعمل لدينا بوظيفة كهربائي تمديدات كهربائية عام من تاريخ 01/05/2021 الى تاريخنا هذا

،،، ولكم جزيل الشكر والتقدير



رمز المفوض : 1034273134
الاسم : منصور مناور صالح الميموني المطيري

رقم العملية : 2642072
اسم الجهة : قطاع الأعمال
رقم الاشتراك : 147672





SAMSUNG ENGINEERING

HSE PASSPORT

Hawiyah Unayzah Gas Reservoir Storage
(HUGRS)



Company: *AKON*
ID NO.: *2388243319*
Name: *Phased Athmad*
Position: *QB Engineer*
Birth date :
Nationality :
Blood type

TRAINING PASSPORT NUMBER: *02398*



267421

SEC-57783
09 03 2019



AHMAD AHMAD NAJMEE
SUB-SLTCCL

267421

2388245519



احمد نجمي
AHMAD NAJMEE

Badge No. **609832** رقم الشارة
Valid Until **12/09/2025** صالحة لغاية

Nationality	INDIAN	الجنسية
Date of Birth	09/10/1985	تاريخ الميلاد
ID Number	2388243319	رقم الهوية
ID Type	IQAMA	نوعها
Cost Center	N/A	مركز التكلفة
Blood Type	B+	قسيمة الدم
Emp. Sign		توقيع الموظف
Card Issuer		توقيع مسؤول البطاقات



يستخدم هذا البطاقة من قبل صاحبها فقط ويمنع استبدالها من أي شخص
غير مالك البطاقة ومن ذلك التزوير عليها يرجى عدم نقلها إلى شخص آخر
The Usage of this card by a person other than the owner is considered
fraud which is punishable by the law and whoever finds it shall return
to the agency which has issued it.



0145109669 / 0545133133

© 2011 MAADEN P.C. 081



احمد نجمي
AHMAD NAJMEE

Badge No. **609832** رقم الشارة
Valid Until **28/08/2024** صالحة لغاية

Nationality	INDIAN	الجنسية
Date of Birth	09/10/1985	تاريخ الميلاد
ID Number	2388243319	رقم الهوية
ID Type	IQAMA	نوعها
Cost Center	N/A	مركز التكلفة
Blood Type	B+	فصيلة الدم
Emp. Sign		توقيع الموظف
Card Issuer		توقيع مسؤول البيانات



يتم هذه البطاقة من قبل مادن وقد يعتبر استخدامها من أي شخص
غير ماذن المالك ومن حالة العثور عليها يرجى تسليمها إلى مصدرها
The Usage of this card by a person other than the owner is considered
forgery which is punishable by the law and whoever finds it shall return
the agency which has issued it.

0145109669 / 0545133133

© HMD ICLAS Pk GPP



احمد نجمي
AHMAD NAJMEE

Badge No. **609832** رقم الشارة
Valid Until **01-Sep-2023** صالحة لغاية

MA'ADEN معادن

WAAD AL SHAMAL PHOSPHATE واعد الشمال للفوسفات



احمد نجمي

AHMAD NAJMEE

كهربائي تمديدات كهربائية
GENERAL ELECTRICAL
B+

Valid Until صالح لغاية

01-Jul-2022

609832

Badge No. رقم الشارة

MA'ADEN معادن

WAAD AL SHAMAL PHOSPHATE واعد الشمال للفوسفات



احمد نجمي

AHMAD NAJMEE

كهربائي تمديدات كهربائية
GENERAL ELECTRICAL
B+

Valid Until صالح لغاية

01-Jul-2022

609832

Badge No. رقم الشارة

**National Basic Company Ltd(NBC)**

Pay Slip For the Month of		Sep-23		
Employee ID.		2973		
Employee Name.		Ahmad Ahmad Najmee		
Production Craft:		Quantity Surveyor		
Iqama/Passport#		2388243319		
Cost Center		MA'ADEN Turaif		
Payment Details				
Earning Details		Deduction Details		
Basic Salary	8,000.00	Total Present Days	30	
Food	500.00			
Accomodation	-			
Transportation	-	Absent	-	
Mobile /Company Sim	-	Company Lone	-	
OVERTIME REGULAR				
Overtime 1	48	2,400.00		
Overtime 2				
Total Gross Salary		10,900.00	Total Deduction	-
Total Net Salary		SAR 10,900		
<u>Net Amount in Words</u>				
Ten Thousand Nine Hundred Saudi Riyal				
Received By:		Full Name		
Employee Sign				

Note:

1 Copy For Employee

1 Copy For Accounting



National Basic Company Ltd(NBC)

Pay Slip For the Month of		Aug-23		
Employee ID.		2973		
Employee Name.		Ahmad Ahmad Najmee		
Production Craft:		Quantity Surveyor		
Iqama/Passport#		2388243319		
Cost Center		MA'ADEN Turaif		
Payment Details				
Earning Details		Deduction Details		
Basic Salary	8,000.00	Total Present Days	30	
Food	500.00			
Accomodation	-			
Transportation	-	Absent	-	
Mobile /Company Sim	-	Company Lone	-	
OVERTIME REGULAR				
Overtime 1	52	2,600.00		
Overtime 2				
Total Gross Salary		11,100.00	Total Deduction	-
Total Net Salary		SAR 11,100		
<u>Net Amount in Words</u>				
Eleven Thousand One Hundred Saudi Riyal				
Received By:		Full Name		
Employee Sign				

Note:

1 Copy For Employee

1 Copy For Accounting

شهادة المدد والأجور

1985/10/09	تاريخ الميلاد	AHMAD AHMAD NAJMEE	الاسم
الهند	الجنسية	2388243319	رقم الهوية الوطنية / الإقامة

نظامي التقاعد	نظام التأمينات	إجمالي أشهر المصروفة	إجمالي أشهر الاشتراك
0 شهر	117 شهر	0 شهر	117 شهر

1	الجهة / المنشأة	شركة اساسيات الوطنية المحدودة
رقم المنشأة	602214966	النظام
الأجر الخاضع للاشتراك	6400.00	إجمالي الأجر
تاريخ الالتحاق	2022/09/16	تاريخ الاستبعاد
تاريخ بداية الأجر	2023/06/01	الحالة
		نشيط

2	الجهة / المنشأة	شركة أساسيات الوطنية المحدودة
رقم المنشأة	501976946	النظام
الأجر الخاضع للاشتراك	5000.00	إجمالي الأجر
تاريخ الالتحاق	2021/05/01	تاريخ الاستبعاد
تاريخ بداية الأجر	2022/01/01	الحالة
		غير نشيط

Public عام



تحقق من صحة وصلاحيه الشهادة عبر زيارة الرابط أدناه في الموقع الالكتروني للمؤسسة العامة للتأمينات الاجتماعية او عن طريق استخدام الرمز المعرف التالي

تعد هذه الشهادة من الوثائق الالكترونية الحكومية الرسمية ويحظر قطعاً تقليدها أو إدخال أي تعديلات عليها سواء بالإضافة أو الحذف أو التغيير في بياناتها أو غير ذلك من أنواع التعديل، وتعد الشهادة لاغية إذا شابهها شيء من ذلك، كما تعرض صاحبها للملاحقة النظامية أمام الجهات المختصة بالإضافة إلى ما يفرضه نظام التأمينات الاجتماعية من عقوبات، ولا يجوز تداول الشهادة إلا في الأغراض التي أصدرت لأجلها وفقاً لأحكام نظام التأمينات الاجتماعية، والمؤسسة العامة للتأمينات الاجتماعية غير مسؤولة عن أي عملية تزوير أو تعديل تتم على البيانات الواردة فيها.



شركة طروق السعودية اللبنانية للمقاولات المحدوده	الجهة / المنشأة	3
نظام التأمينات	النظام	13202931
4500.00	إجمالي الأجر	4500.00
2021/06/01	تاريخ الاستبعاد	2015/05/13
غير نشيط	الحالة	2021/01/01
	رقم المنشأة	
	الأجر الخاضع للاشتراك	
	تاريخ الالتحاق	
	تاريخ بداية الأجر	

تشهد المؤسسة العامة للتأمينات الاجتماعية بأن البيانات الموضحة أعلاه حسب ما هو مسجل في نظامها وبناء على البيانات الحالية ووفقاً للوضع الحالي مالم يطرأ أي تغيير على حالة بيانات صاحب الوثيقة وقد أصدرت بناء على طالب الوثيقة.

ولا تخل هذه الشهادة بحق المؤسسة في إجراء أي تعديلات على البيانات الواردة فيها وفقاً لما يتبين لها من وقائع.

(هذه الشهادة سارية المفعول لمدة 30 يوم من تاريخ إصدارها)

Public عام



تحقق من صحة وصلاحيه الشهادة عبر زيارة الرابط أدناه في الموقع الالكتروني للمؤسسة العامة للتأمينات الاجتماعية او عن طريق استخدام الرمز المعرف التالي

تعد هذه الشهادة من الوثائق الالكترونية الحكومية الرسمية ويحظر قطعاً تقليدها أو إدخال أي تعديلات عليها سواء بالإضافة أو الحذف أو التغيير في بياناتها أو غير ذلك من أنواع التعديل، وتعد الشهادة لاغية إذا شابهها شيء من ذلك، كما تعرض صاحبها للملاحقة النظامية أمام الجهات المختصة بالإضافة إلى ما يفرضه نظام التأمينات الاجتماعية من عقوبات، ولا يجوز تداول الشهادة إلا في الأغراض التي أصدرت لأجلها وفقاً لأحكام نظام التأمينات الاجتماعية، والمؤسسة العامة للتأمينات الاجتماعية غير مسؤولة عن أي عملية تزوير أو تعديل تتم على البيانات الواردة فيها.



التاريخ ٢٠٢١/٠٤/٢٥ م

عرض عمل Job offer

المخترم

المكرم / أحمد أوروچ نجعي

Dear Ahmad Orooj Najmee

السلام عليكم ورحمة الله وبركاته

يشرفنا أن تقدم لكم العرض التالي:

Profession : Quantity Surveyor

• الوظيفة : حاسب كيات

• الراتب : ٦٢٥٠ ريال (سنة ألف ومئتان وخمسون ريال) نهاية كل شهر ميلادي.

• Salary : 6250 SR (Six thousand Two Hundred Fifty Only Saudi Riyal)

• الطعام : ٥٠٠ نهاية كل شهر ميلادي -/ SAR 500 Food Allowance By company or

• السكن : مؤمن. Accommodation: provided by the company.

• العلاج : تأمين طبي للموظف Medical : Provided by the company

• مدة العقد : سنتين Contract : Two years

• فترة التجربة : ٣ أشهر . Probation period 3 months

• الاجازة : ٢١ يوم سنوياً.

• Vacation : 21 days every year.

• Sim card will be provide by company. الاتصال : مؤمن

• العقد : حسب نظام العمل والعمال السعودي. Contract as per Saudi Labor Law

هذا العرض صالح لمدة اسبوع من تاريخه.

مدير الموارد البشرية

محسن بن عبدربه بن فريد




مدير الموارد البشرية

التوقيع بالموافقة على العرض

Job Offer عرض العمل

Date: 4 / 1 / 2020

Ahmad Orooj Najmee	Name الاسم	
Indian	Nationality الجنسية	
	Iqama No. رقم الإقامة	
Quantity Surveyor	Position الوظيفة	
10 HOURS PER DAY / 6 DAYS A WEEK	Working Hours ساعات العمل	
5,250.00	Basic Salary الراتب الأساسي	
1,050.00 SAR or company provided	Housing سكن	
700.00 SAR or company provided	Transportation المواصلات	
1,750 SAR for additional hours 2 daily	Others أخرى	
7,000.00 SAR	Total الاجمالي	
One year	Duration of Contract مدة العقد	
21 calendar days per year + Eid holidays and National Day as per Saudi Labor Law	Annual vacation الإجازة السنوية	
مقدم من الشركة (حسب نظام الشركة). Provided by the Co. (According to the company's system).	Medical Insurance التأمين الطبي	
تذكرة واحدة ذهابا وإيابا في السنة علي الدرجة الاقتصادية (من السعودية إلي الهند) One round trip economy flight ticket per year (from KSA to India)	Travel Tickets تذاكر السفر	
(90) اعتبارا من تاريخ مباشرة العمل وقابل للتمديد. (90) Days, from the starting date and it's subjected to extension.	Probation period فترة التجربة	
يعتبر هذا العرض لاغيا في حالة عدم مباشرة العمل في خلال شهر من تاريخ عرض العمل أو عدم إمكانية نقل الكفالة حسب النظام. This offer is considered null and void in the event that the work is not commenced in one month of the date of this letter, or the employee's visa cannot be issued or transferred to the company's system.		
أوافق على ما جاء في تفاصيل هذا العرض ،، وأؤكد بأنني على استعداد لمباشرة العمل خلال () والالتزام بالبنود المدونة أعلاه . I agree with what was stated in the details of this offer,, and I confirm that I am ready to start work during () and abide by the items listed above.		
: Date التاريخ	:Signature التوقيع	: Name الاسم
05/01/2020		احمد اوروچ نجمي

AKON INTERNATIONAL

**Job Agreement**

رقم الصادر: 1300490467

Date: 01/02/2015

Dear Mr. Ahmad Orooj Najmee.

It gives us great pleasure to confirm TAROUK offer of employment to you as follows:

Name	Mr. Ahmad Orooj Najmee	الاسم : هلال قدير
Nationality	Indian	الجنسية : هندي
Passport No.	G4463313	رقم جواز السفر : M0716091
Contact Details	+918130498972	العنوان : +918130498972
Project & client name	Anywhere in the Kingdom	مشروع واسم العميل : أي مكان داخل المملكة العربية السعودية
Nature of Job	Quantity Surveyor	طبيعة العمل : محاسبي كميات
Location of Job	Any location inside Riyadh - KSA	مكان العمل : أي مكان داخل الرياض - المملكة العربية السعودية
Location of Project	Any location inside Riyadh - KSA	مكان المشروع : أي مكان داخل الرياض - المملكة العربية السعودية
Package Salary (p.m)	2000 SAR	راتب شامل (شهري) : 2000 ريال سعودي
Transportation :	Provided by company	النقل : مؤمن من قبل الشركة
Food Allowance :	500 SAR	بدل طعام : 500 ريال سعودي
Medical :	Provided by company	تأمين صحي : مغطى تحت بوليصة طروق
Iqama & Exit-Re-Entry:	Provided by company	الاقامة وتأشيرة خروج وعوده: مؤمنه من الشركة
Gosi:	Provided by company	التأمينات الاجتماعية : مؤمنه من الشركة
Saudi Council of Engineers:	Provided by company	هيئة المهندسين السعوديين : مؤمنه من الشركة
Vacation:	Included	الاجازة : مشمولة
Housing:	Included	السكن : مشمولة
End of Service Benefit:	Included	مكافأة نهاية الخدمة : مشمولة
Working Hours	10x6 = 60 hrs/ week	الساعات الاسبوعية : 60 ساعة
Commencement Date	Date after arrival to KSA/ First day of assignment	تاريخ بداية الدوام : هو نفسه تاريخ الوصول الى المملكة السعودية
Term of Contract	24 months	مدة العقد : 24 شهر (قابله للتديد)
Probation Period	Three Months	فترة اختبار : ثلاثة اشهر
Air Ticket	Provided by Company after completion of contract	تذكرة سفر : مؤمنه بعد انتهاء مدة العقد



Mr. Abdullah Kassouf
Chief Operating Officer



70.324/4-02-16.

BSC-C&C 'JV', Samanda, Meghalaya

A Joint Venture Between BSCPL Infrastructure Limited & C&C Constructions Ltd.
PROJECT: NH-44(E) SHILLONG-NONGSTOIN-RONGJENG & DAURUGIRI - TURA ROAD



Add: Vill-Samanda, Near Forest Gate, PO-Samanda, PS: William Nagar, Dist ; East Garo Hills, Meghalaya-794 111.

STAFF FULL & FINAL SETTLEMENT

Project : Samanda/Camp-04
Dated : - 25-08-2015

1 Name of the Employee : Ahmad Orooj Najmee
 2 Employee Code : A0118
 3 Father Name : Sh.Md. Hasimuddin
 4 Designation : Jr. Engineer
 5 Deptt. : Structure
 6 Date of joining : 14-Apr-12
 7 Date of Reporting (Meghalaya) : 14-Apr-12 Samanda C-04
 8 Date of Leaving : 30-Apr-15
 9 Month & Days in the month : Apr'15 30 0.57
 No. Of Days Payable for : Apr'15 0

Period Served	Year	Month	Days
		3	0

11 Gross Salary : Rs. 16,000.00

12 Salary Rate P.M.

Salary Earned for the month
Apr'15

BASIC	HRA	CA	Gross	R.A.A	Net Incl. RAA
9600	4800	1600	16000	1600	17600
0	0	0	0	0	0

13 Salary Payable : 0

14 No of Credit/ Debit Leave days : 2 Nov'14

15 Maximum Encashment days : 2

Maximum earned leave encashment= 30

16 Leave Amt Payable : 640 (9600/30*2)

17 Gross Salary Payable : 640

Deduction :

18 E.P.F Deduction : -

19 Professional Tax : -

Net Amt : 640

20 Other Deduction :

21 Addition/ Deduction(+/-) Dr./Cr. Bal. Rs. as per Accounts : 3,313 Cr. Balance as per accounts

22 NET AMOUNT PAYABLE : **Rs. 3,953 (Rupees Three Thousand Nine Hundred Fifty Three Only)**

DECLARATION

I, Ahmad Drooj Najmee hereby declare that I have received Rs.3,953/- (Rupees Three Thousand Nine Hundred Fifty Three Only) as my full & final Dues Settlement amount as per service agreement Clause up to I here by Confirm that there are no further dues Payable by the Company to me on any account. The termination is due to completion of the assignment/probation/Project.

If Required Contact Address :-

C/O Naim Manzil, Moh- Rajopatti Dumra Main Road, Dist- Sitamarhi (Bihar)

Ahmad Drooj Najmee
(Signature of the Employee)

[Signature]
RR Dept.

[Signature]
Accounts Dept.

[Signature]
Signature of Sr. Project Manager/
Authorized Signatory

Dated: 25th Aug 2015

Receipt of Full & Final Settlement

I, Mr. Ahmad Orooj Najmee as a Jr.Engineer-Structure worked in your Organization, hereby declare that I am received a sum of Rs.3,953/- (Rupees Three Thousand Nine Hundred Fifty Three Only) from M/s BSC-C&C 'JV' by Cheque no: _____ Dt _____ towards settlement of my Full & final amount and agreed that no dues are pending from the company. I further certify that I have understood the full & final payment statement and willingly accepting it and no dues is pending with M/s BSC-C&C 'JV'.

Once again I, Mr. Ahmad Orooj Najmee as a Jr.Engineer-Structure, hereby confirm that declarations made by me with sound mind, health and without any prejudice and pressure.

Thanking You,

✓ *Ahmad Orooj Najmee*

(Ahmad Orooj Najmee)
Employee Code: A0118
Designation : Jr.Engineer -Structure.

Unimind

Signature of HR-Admin Department

Unimind

Signature of Accounts Department

Sajag Consultants

Town Planners, Architects,
Structural & Service Engineers

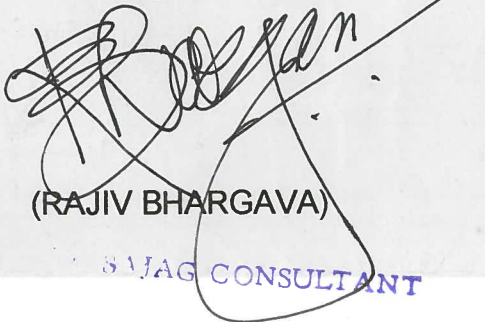
Ref: Cert/07/04

Date : 7.12.07

To,
Registrar,
Jamia Millia Islamia,
New Delhi.

This is to certify that Sri Ahmad Orooj Najmee r/o D-110 / 1A Abul fazal Enclave, Part – II Shaeen Bagh, Jamia Nagar, Okhala, New Delhi, has been working in this organization from Sept 2006 till date as structural draftsman. He bears good moral character.

For Sajag Consultant



(RAJIV BHARGAVA)

SAJAG CONSULTANT

Proprietor

Membership no.: 940656

عضوية رقم: 940656

تسجيل عضوية
Membership
Certificate

In accordance with the Regulations of Saudi Council of Engineers by Royal Decree M/36 Date 26/9/1423 H the details below has been Registered

بناءً على نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م/٣٦ وتاريخ ٢٦/٩/١٤٢٣ هـ فقد تم تسجيل الموضح بياناته أدناه:

Ahmad Orooj Najmee

أحمد عروج نجمي

Membership Category: Assistant Technician

فئة العضوية: فني مساعد

Specialization: Quantities Surveyor

التخصص: مساح كميات

Membership Start Date: 5/14/2023

تاريخ بداية العضوية: 5/14/2023



This Certification is valid until: 14 May 2026

هذه الشهادة صالحة إلى تاريخ: 28 ذو القعدة 1447

الأمين العام Secretary General

المكلف / م. عبدالناصر بن سيف عبداللطيف

SACC-00024930.

Enrolment No. 08-6636

Roll No. 08-DCE 103

جامعہ ملیہ اسلامیہ



ڈپلوما ان انجینئرنگ

تصدیق کی جاتی ہے کہ احمد عروج نجی نے

جامعہ ملیہ اسلامیہ کے امتحان ڈپلوما ان سول انجینئرنگ

(چار سالہ کورس) ۲۰۱۱ء میں درجہ اول میں کامیابی حاصل کی۔

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

DIPLOMA IN ENGINEERING

This is to certify that *Ahmad Orooj Najmee*
passed Diploma in *Civil*
Engineering (*Four Year Course*) Examination of the Jamia Millia
Islamia held in *2011* , in *First* Division.

Musajil
(Registrar) مسجل



Shakhul Jamia
(Vice-Chancellor) شیخ الجامعہ

22 NOV 2012

Jamia Nagar, New Delhi-110025

جامعہ ملیہ اسلامیہ دہلی - ۱۱۰۰۲۵

(Date of Issue)

N^o 003259

CHECKED BY

IMRAN KH

MGA

Rukhsana
(RUKHSANA IRFAN)
URDU TYPIST



[Signature]

Assistant Registrar
Office of the Controller of Examination
Jamia Milla Islamia
New Delhi-110025

تصادق سفارة المملكة العربية السعودية
القسم القنصلي في جوه نهر علي صمحة
الختم والتوقيع دون مسئوليتها عن المحتويات
الرقم

٢٩ طلال ١٤٣٦

34217



عن رئيس القسم القنصلي

NOT AUTHENTICATED
C.O.E. N.C.T. of Delhi
Dir. of Education
3-4, Vasant Vihar, New Delhi-110057
By No. 15.7. Dated 6/3/15

Qualification Holder Passport No. 944633
Documents in Order May Be
Authenticated

واجده حسن عاشور

[Signature]
First Checker *[Signature]* Second Checker

DHEERAJ SHARMA
Assistant Director
Authentication Branch
Dir. of Education
Govt. of N.C.T. of Delhi
Vasant Vihar, N. Delhi-5

62517

09 MAR 2015



सं. दिनांक
No. Date
राज्य सरकार के सचिव/अपर सचिव/उप
सचिव/अवर सचिव/सहायक सचिव/अनुभाग
अधिकारी के हस्ताक्षर सत्यापित किए जाते हैं
The Signature of Secretary/Additional
Secretary/Deputy Secretary/Under
Secretary/Asstt. Secretary/Section
Officer of State Government Attested



[Signature]
(पुष्पा रंजन)
(PUSHPA RANJAN)
अनुभाग अधिकारी (सत्यापन)
Section Officer (Attestation)
सी.पी.पी. प्रभाग/C.P.W. Division
विदेश मंत्रालय, नई दिल्ली
Ministry of External Affairs
New Delhi



1648450





CERTIFICATE

CERTIFICATE IN PRIMAVERA P6 SOFTWARE
TRAINING

IS AWARDED TO

Ahmad Orooj Najmee

Who has successfully completed a training
programme in Primavera P6

27th July 2024



Authorized Signatory

THE INSTITUTE OF BUSINESS, ENGINEERING & TECHNOLOGY (PVT.) LTD

Certificate No. PRIM/ES/582



CERTIFICATE

This is to certify

that

Ahmad Orooj Najmee

successfully completed an activity based online
training programme in the application of

COSTX Software

*including 2D/3D/BIM Takeoff (Measurement & Estimating Cost),
use of Workbooks, Spreadsheets Application and Reporting*

01th October 2023

Authorized Signatory

THE INSTITUTE OF BUSINESS, ENGINEERING & TECHNOLOGY (PVT.) LTD

****Registered with the Tertiary and Vocational Education Commission (TVEC)** - P03/0136**

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Dr. Jack Gao
Vice President
President, Autodesk Software (China) Co., Ltd.

Autodesk
Authorized Training Center

AHMAD OROOJ NAJMEE

Name

AutoCAD 2007

Course Title

08/11/2006

Date

Anurag Singh

Instructor

APEX

Authorized Training Center (Name)

Certificate No. **009501**

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CERTIFICATE OF COMPLETION

Essential



IN : **Course On Revit Architecture Essential**

AWARDED TO : **AHMAD OROOJ NAJMEE**

AT : **CADD Centre Training Services, Patna, Boring Road**

DURING : **26/02/20 - 31/03/20** STUDENT ID No. : **ES200218523**

SUJEET KUMAR

10 - 03 - 2021

MANAGING DIRECTOR

CENTRE HEAD

DATE OF ISSUE

Please verify the certificate at <http://www.caddcentre.com/caddVerification.php>

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No. 25, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, India

www.caddcentre.com



STUDENT NAME: AHMAD OROOJ NAJMEE

STUDENT ID No.: ES200218523

**CADD
CENTRE**

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Project workflow

Levels & Grids

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Doors & Windows

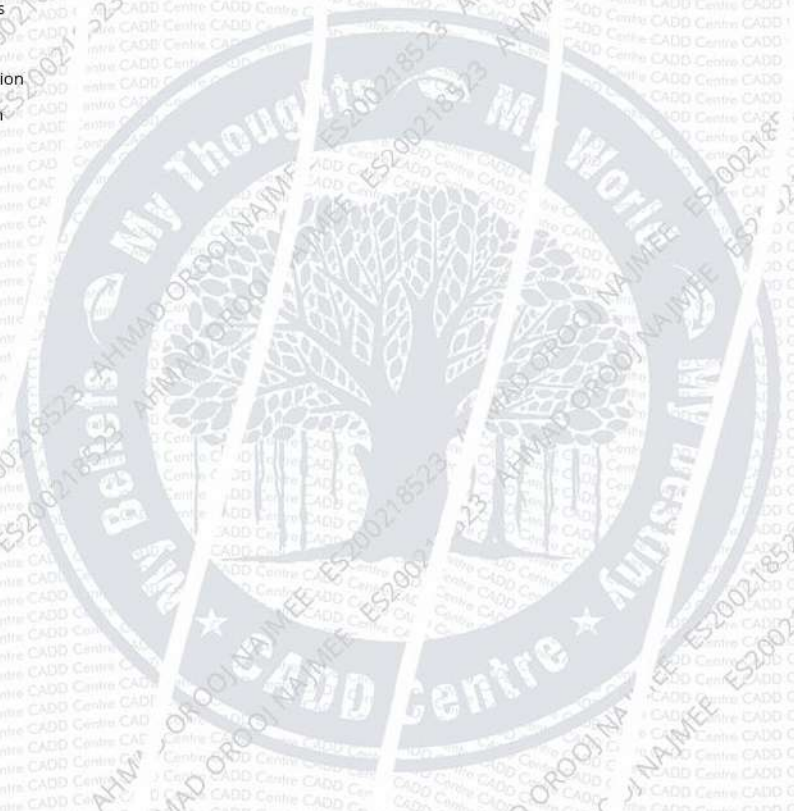
Floors & Roofs

Curtain wall, Stairs & Ramps

Dimensions & Constraints

Annotations & Documentation

Schedules & Family Creation



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CADD CENTRE

Skills Driven. Job Led

CERTIFICATE OF COMPLETION

Essential



IN : Civil 3D

DURATION : 40 hours

AWARDED TO : AHMAD OROOJ NAJMEE

AT : CADD Centre Training Services, New Delhi, New Friends Colony

DURING : 12-May-2023 - 12-Jul-2023

STUDENT ID No. : CO230520Z517202

SYED MOHAMMAD AMAN

15-Feb-2024

MANAGING DIRECTOR

CENTRE HEAD

DATE OF ISSUE

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No. 25, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004. India

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No 005878

GOVERNMENT OF BIHAR
DEPARTMENT OF LABOUR EMPLOYMENT AND TRAINING
STATE COUNCIL FOR VOCATIONAL TRAINING, BIHAR, PATNA
PROVISIONAL NATIONAL TRADE CERTIFICATE

Shri/Shrinarti/Kumari .. **AHMAD ..OROJ..NAJMEE**.....
Son/Wife/Daughter of Shri... **M.D...HASIMUDDIN**.....
Roll No. **IM/MFP/DMC-16**..having completed the course of training at **J.M.T.I, MAHDAULI, DARBHANGA**.
(Name of Institute and place) and passed the prescribed trade test in the trade of.....
..... **D:M..(CIVIL)** .. held in the month of..... **JULY**.....**2006**..is warded
this certificate provisionally.

The National Trade Certificate will be issued by the National Council for vocational training
Period of Training from..... **AUG-2004**.....to..... **JULY-2006**.....

Character :- **GOOD**

TRADE TEST MARKS

Sl. No.	Subject	Max. Marks	Marks obtained
1	2	3	4
1	Practical	400	365
2	Trade Theory	120	74
3	Workshop Calculation & Science ..	60	43
4	Engineering Drawing	—	—
5	Social Studies	50	37
	TOTAL	630	519 PASS

Date of birth as recorded in the School Certificate. **09.10.1985**.....

..... **Princip** **14/11/06**..
Prepared by
2104
16/11/06
(Signature of Principal of ITI/ITC).
Principal Incharge

..... **16/11/06**..
Checked by
(Fascimile Signature)
Secretary, State Council for
Vocational Training, Bihar.

Imrat Mojibia Technical Institute
DARBHANGA Signature of Certificate holder
Date... **23/04/07**.....