

# AMIN MUHAMMAD

**Civil Supervisor**  
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## **Professional Summary:**

Highly experienced and skilled Site Civil Supervisor with 14+ years of experience in managing and overseeing civil construction projects. Proven track record of delivering projects on time, within budget, and to high quality standards. Strong leadership and management skills, with the ability to motivate and direct teams to achieve exceptional results. Proficient in site management software and technologies, with excellent problem-solving and conflict resolution skills. Committed to safety, quality, and customer satisfaction

## **Key strength:**

- Site supervision : Quality control : Safety management : Progress Reporting
- Civil construction : Building construction : Technical expertise : Materials management
- Project management : Auto cad : Reading Blue print drawing
- Construction activities supervision and management

## **Education Training:**

- **Diploma in Civil Engineering** **2003 –2006**  
Punjab board of Technical education, Bahawalpur
- **IOSH managing safely, Safety Course** **2015**  
Mirdif Safety and Security Institute Dubai – UAE
- **Secondary School Certificate (Matriculation Science)** **2000--2002**  
Government High School, HaroonAbad
- **Membership of Construction Supervisor in SCE (Saudi council for engineers #789198 (2022)**

## **RESPONSIBILITIES**

- **Project Supervision:** Oversee day to day activities on the site to ensuring that work is progressing according to project schedule
- Monitor and supervise the activities of workers, contractors, and subcontractors to ensure that the work is done correctly and efficiently.
- Ensure that construction activities comply with the design drawings, project specifications, and building codes.
- **Executed civil works**, including excavation, blinding, RCC raft, columns, retaining walls, and reinforcement, according to project specifications and drawings.
- **Project Coordination:** Coordinate with the project manager to understand project requirements, timelines, and budget constraints. Ensure effective communication between various stakeholders, including subcontractors, suppliers, and team members.
- Managed site activities, manpower, and resources, adhering to management guidelines.
- Supervised tile work, block work, plaster, masonry, and site inspections/audits of engineering works, including reinforced concrete, earthworks, services, and infrastructure.
- Communicate effectively with the civil engineering team and project stakeholders, including the Customer.
- Identify issues and problems, develop appropriate solutions, and ask for assistance when required.
- Ensured personnel safety and efforts at work sites, conducted quality assurance checks, and oversaw employee attendance, payroll, and material ordering.
- Improved employee morale through consistent leadership support, fostering a positive working environment conducive to productivity.
- Negotiated contracts with suppliers and subcontractors, securing favorable terms while maintaining strong working relationships.
- **Resource Management:** Manage and allocate resources efficiently, including labor, equipment, tools, and materials. Ensure the availability of necessary resources to meet project requirements and timelines.

- **Quality Assurance:** Monitor construction activities to ensure compliance with project specifications and quality standards. Conduct regular inspections to identify and resolve any issues related to finishing works, such as painting, tiling, flooring, plastering, and cabinetry.
- **Safety Compliance:** Promote and enforce a strong safety culture on the construction site. Ensure all workers adhere to safety regulations and use appropriate personal protective equipment (PPE). Conduct regular safety meetings and address any safety concerns promptly.
- **Progress Tracking:** Monitor project progress and provide regular updates to the project manager. Keep accurate records of work completed, materials used, and labor hours for reporting and billing purposes. Identify and report any delays, issues, or changes that may affect the project timeline or budget.
- **Problem Solving:** Identify and resolve any construction-related issues or conflicts that may arise on the site. Collaborate with project managers, engineers, and subcontractors to find effective solutions and maintain project momentum.
- **Documentation and Reporting:** Prepare and maintain accurate project documentation, including daily progress reports, work logs, and incident reports. Ensure all necessary paperwork, permits, and inspections are completed on time and in compliance with regulations.

### **WORK EXPERIENCE:**

- **Site Supervisor Civil** (Aug 2023 – Current)  
**Company Name:** (BKS) Building Knowledge Saudi Arabia.  
**Project:** Sahayeb Tier data center Dammam KSA
- **Site Supervisor** (Sep 2019 –Oct 2022)  
**Company Name:** Haif Trading and construction Riyadh KSA  
**Project:** KAP 1 (Detention center Balqarn city, Civil defense office building Bisha city.  
Amaala staff village infrastructure and pipe line project.
- **Site Engineer** (Feb, 2017—May 20019)  
**Company Name:** Siahkaleem Turkesh Construction  
**Project:** Construction of district complex Rawalakot Azad Kashmir.
- **Civil Supervisor** (Aug2014 -Dec 2016)  
**Company Name:** DECO Building Contracting Company UAE  
**Project:** Construction of villas and office buildings
- **Site Engineer:** (Jul 2012 - Feb 2013)  
**Company Name:** Khyber Grace Pvt Ltd  
**Project:** Wapada Operation and management colony Mian wali Pakistan
- **Civil Supervisor:** (Apr 2011 - June 2012)  
**Company Name:** Bin Laden Group  
**Project:** KAFD (King Abdullah financial district Riyadh KSA)
- **Civil Supervisor:** (Aug2008 - Dec2010)  
**Company Name:** DECO Building Contracting UAE.  
**Project:** Villas and Commercial Building Project
- **Civil Supervisor:** (Jul2006-May 2008)  
**Company Name:** Kraftcon Private Limited.  
**Project:** Construction of Industrial Building

### **Technical and Soft skill:**

- (AutoCAD, Word, Excel, PowerPoint)
- Strong knowledge of construction processes.
- Leadership
- Planning and organizing
- Problem solving.
- Project management
- Construction planning
- AutoCAD
- Safety analysis and risk assessments.
- Excellent written and spoken communication skill
- Understands blueprints, project specifications
- Industrial construction, practices
- Architectural Supervision.
- Proficiency in structural drawings and blue prints.
- Attention to detail.
- Team leadership.
- Quality control and assurance
- Safety management and compliance
- Client relationship management
- Conflict resolution
- Time management
- Problem-solving
- Communication

### **Language skill:**

**URDU:** Native.  
**English:** Upper intermediate  
**Arabic:** Intermediate.

### **Certification:**

- Member Saudi council SCE for engineers#78918
- IOSH Health and safety course

### **Driving License:**

- Valid driving license issued by Saudi traffic police