

ENG. MUTEEN AHMAD BABAR



Al Ula, Madinah Province, Saudi Arabia
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Iqama valid and transferable
Nationality: Pakistani

COVER LETTER:

Dear Sir/Madam,

It is my pleasure to submit my application for the position of **Civil Engineer / Project Engineer** in your esteemed organization. With over **12** years of progressive experience in civil engineering across Pakistan and Kingdom of Saudi Arabia, I have successfully managed, executed, and supervised numerous **infrastructure, housing, and high-rise construction projects** for both public and private sectors. My experience covers a wide range of sectors such as highways, **housing developments**, MEP, **Residential and Commercial buildings**, and utilities. I have successfully managed projects involving RCC and UPVC sewerage systems, street lighting, **stormwater drainage, road works, parks, landscaping, water supply networks**, and electrical works including underground lines.

My expertise spans across project planning, cost control, quality assurance, and site management. I have effectively led teams of more than **250** personnel while ensuring that all project deliverables meet the highest technical and safety standards. Having worked on projects for prestigious clients including the **Royal Commission of Al Ula**, Group of **Grand City** Developing Pakistan, **Bahria Town**, Punjab Highway Department, Building Department, Military Engineering Services, Public Health Department, NRSP, **Water Aid** Organization & International Fund for Agricultural Development (**IFAD**), PMC Consultant **Atkins Realis** and Supervision **Saudi Consultant**. I bring a strong command of **project documentation, BOQ and BBS preparation**, procurement management, and compliance with **ASTM, AASHTO**, and international standards.

I am confident that my technical knowledge, hands-on site experience, and leadership skills will contribute positively to your team. I would welcome the opportunity to discuss how I can support your ongoing and future projects.

Thank you for your time and consideration. I look forward to the opportunity to discuss how I can contribute to your continued success.

Sincerely,

ENG.MUTEEN AHMAD BABAR

Civil Engineer / Project Engineer

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SUMMARY

Highly skilled and **SCE-registered Civil Engineer with over 12 years** of diverse experience in Residential, Commercial and high-rise construction projects, infrastructure & housing development, highways and MEP works across Pakistan and Kingdom of Saudi Arabia. Proven expertise in **project execution, cost estimation, quality control, and site management**, with a record of supervising teams of over 250 personnel across multi-million-riyal projects. Adept at coordinating with consultants, clients, and contractors to ensure successful project delivery.

CORE COMPETENCIES

- AutoCAD 2D, MS Project, Excel & Word.
- Site Supervision & Team Leadership
- Cost Control & Budget Management
- Project Planning, Coordination, Execution with Safety Standards.
- Progress Reporting & Project Documentation.
- Estimation & Quantity Surveying (**BOQ, BBS** as per international Construction Thumb Rule).
- Quality Control & Assurance (SOR, SI, WIR, RFI, MIR, NCR, PQR, TQ, EI, MS & ITP)
- Inspections (Residential, Commercial and High- Rise as per Drawing and Specification).

EXPERIENCE

CONSOLIDATED CONTRACTING SOLUTIONS LTD (CCS).

Al Ula, Madinah Province, Saudi Arabia

Civil Engineer

May /2025 to Present

- Managing **SORs, SI, WIRs, RFIs, MIRs, NCRs, TQs, ITP** and method statements.
- Monitor construction work for compliance with design and safety standards.
- Coordinating with consultants and planning teams for timely project deliverables.
- Coordinate with vendors, subcontractors, and site Team.
- Help resolve technical issues under the supervision of Project Director.
- Ensured all project phases were completed according to specifications, achieving successful outcomes through careful planning and execution.
- Inspection of frame Structure, Grey Structure and Finishing activity (Formwork, Steel Fixing, Concrete Pouring, Block and Brick Masonry, Plaster works, Tiling, Marble, wood work, Aluminum works, Glass Works and painting complete in all respects.), and overall construction Quality.
- Managing as-built drawings and snag list closures.
- Prepared DPRs, weekly progress, quality report, identifying potential risks, and implementing strategies for mitigation and maintain site documentation.

GROUP OF GRAND CITY DEVELOPING PAKISTAN

Lahore-Punjab, Pakistan

Project Manager & Site Reporting Officer

January/2024 to May/2025

- Managed manpower, materials, and machinery (3Ms) for large-scale housing projects.

- Monitored on-site activities and ensured quality and safety compliance.
- Verified project billing, bidding, and procurement documents.
- Reviewed project estimations as per **ASTM, AASHTO, and PPAF** standards.
- Rechecking the Bidding for New Projects & Billing Checking and Verifications as per details Specification and Define a division of Responsibilities.
- Prepared and verified **BOQs, BBS**, and contractual documentation.
- Supervised infrastructure and development works ensuring adherence to schedule and cost.
- Precisely work to calculate **Development Charges** of Grand City Societies.
- Prepare precise **BOQs** and cost for Construction Material.
- Prepare precise **Audit reports/ Cost Calculation** of already executed work done at various projects of Grand City (Faisalabad, Murree & French Club Islamabad).

Q-LINKS CONSTRUCTION PVT. LTD
Lahore-Punjab, Pakistan

Project Manager

October/2018 to January/2024

- Review and comment on instructions forms, SOR, SI, WIR, CRFI, MAR, MIR, NCR.
- Managing the Majors **3M** (Man, Machine and Material) of the site.
- Rechecking the Bidding for New Projects & Billing Checking and Verifications as per details Specification and Define a division of Responsibilities.
- Review the Surveys and Estimations for Projects as per **ASTM, AASHTO, PPAF & MRS** Pakistan.
- Review the Bar Bending Schedule (BBS) & Bill of Quantities (B.O.Q) as per Drawing / Survey.
- Procurement (PPRA Rules, Competitive Bidding and Review of Agreement).
- Monitoring Control the Quality of Construction & Infrastructure Works.
- Rechecking the Preparing Contract Agreement Construction & Infrastructure Works.
- Ensured timely task completion by meeting deadlines and preparing progress reports. Managed documentation and coordinated site operations to ensure a smooth workflow.

ANZ CONSTRUCTION
Chichawatni-Sahiwal, Pakistan

Civil Engineer

October/2013 to September/2018

- Coordination with client on technical matter and collection detailed information from already existing maps and data.
- Stakeholder Management and engagement and Generating Reports and Report analysis.
- Complete Project inspection and operation management.
- Making sure the Quality of work and handle the incoming & out going all drawings.
- Coordinate with sub- contractor for the resolution of design related problems.
- Check the accuracy and quality of work at the site with random inspections.
- Checking Steel Work of Slab, Beam, & Column before Concreting.
- Monitor excavation and back filling activities and define a division of Responsibilities.
- Base preparation and asphalt paving works for road construction.
- Witness Field Density test /Compaction test and dealing and solving any sort of issue raised on site.
- Setting out Project works in accordance with drawings and Specification.
- Supervised civil, structural, and finishing works ensuring adherence to standards
- Control the Quality of Construction, Infrastructure Works & Project handover and Site clearance.

CERTIFICATION

APPROVED CIVIL ENGINEER FROM SAUDI CONSULT CO (REF NO- 003226) 26-July/2025

A MEMBER OF SAUDI COUNCIL OF ENGINEERS (2025-2027): MEMBERSHIP NO - 1157930 21-July/2025

ADVANCED PROJECT MANAGEMENT: PROJECT MANAGEMENT 01-January/2024
University of Engineering & Technology, Lahore-Pakistan

PLANSWIFT PROFESSIONAL: BOQ, ESTIMATIONS & BIDDING 19-February/2021
INSTITUTE OF COMPUTER AND BUSINESS TECHNIQUS (ICBT), Lahore-Pakistan

MICROSOFT OFFICE MANAGEMENT: WORD, EXCEL, OUTLOOK& ONE DRIVE 01-January/2018
SKILL DEVELOPMENT EDUCATION COUNCIL GOVT. Punjab-Pakistan

EDUCATION

BACHELOR OF SCIENCE: CIVIL ENGINEERING & TECHNOLOGY 11-October/2018
GC University of Sahiwal, Punjab-Pakistan

DIPLOMA OF ASSOCIATE ENGINEER: CIVIL ENGINEERING 8-October/2013
Punjab Board of Technical Education, Lahore-Pakistan

SECONDARY SCHOOL CERTIFICATE: SCIENCE 4-August/2010
BISE LAHORE, Lahore-Pakistan

LANGUAGES

English:	C1	Urdu:	C2
Advanced (C1)		Proficient (C2)	
Arabic:	C1	Punjabi:	C2
Advanced (C1)		Proficient (C2)	