

OMER SARWAR

Civil Engineer

Civil Engineer with 4+ years of experience in planning, designing, and executing infrastructure and construction projects. Skilled in structural analysis, site supervision, and project coordination with strong expertise in AutoCAD, MS Office, and technical documentation. Proven track record of delivering projects on time and within budget while ensuring compliance with safety standards and quality requirements. Adept at collaborating with multidisciplinary teams, resolving technical issues, and implementing cost-effective engineering solutions.

WORK EXPERIENCE

JULY 2023 - Present

Civil Engineer Worked At Technical Department
Khadamat Al Mashaer Company, Makkah (KSA)

Owner : KIDANA

Consultant : SAUD Consult

Main Contractor : Al-Mashaer Service

- >Coordinate all design development and approval processes.
- >Follow up on the time schedule agreed upon for the design development and shop drawings with Subcontractors.
- >Prepare and implement a drawing management system.
- >Review contract documents and advise the Project Manager on technical matters affecting construction and time costs.
- >Prepare and follow up technical queries with the Client/Consultants.
- >Assist in resolving Method Statements and Procedures related to construction both structural and architectural and give technical features for the aspects of work.
- >Coordinate the approval of drawings and responsible for the distribution of drawings released for construction to concerned site personnel.
- >Ensure in coordination with Site Engineers that execution of works are to the required quality and safety and resolves all technical problems for all trades.
- >Assist the Project Manager in the management of Subcontractor works and point out any technical deviation.
- >Assist in Quantity Take-Off for tenders and revised BOQ.
- >Managed on site construction activities and ensuring the use of quality materials and techniques.
- >Monitoring and coordinate all civil works.
- >Reviewed engineering tasks and implemented the necessary corrective solutions.
- >Review of as built drawing make necessary changes and coordinate with other departments to resolve arising conflicts.

January 2023 - June 2023

Quantity Engineer

Crawford Developer Company, (Mandi Bahauddin)

Cost Estimation & Budgeting:

- >Prepare detailed cost estimates for materials, labor, and equipment.
- >Develop project budgets and monitor cost variations.

Tendering & BOQ Preparation:

- >Prepare Bills of Quantities (BOQs) and material take-offs from drawings.
- >Assist in tender preparation, evaluation, and bid analysis.

Contract & Documentation:

- >Review contract documents, drawings, and specifications for compliance
- >Maintain quantity records, measurement sheets, and project documentation.

Progress & Payment:

- >Prepare interim and final payment certificates for subcontractors and suppliers.
- >Verify site measurements and progress claims.

Cost Control & Monitoring:

- >Track project costs against budgets and report variances.
- >Identify potential cost-saving opportunities without affecting quality.

CONTACT



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AL Aziziyah Makkah, Saudia Arabia

MY SKILLS

Project & Engineering Skills

- > Prepares detailed installation/fabrication drawings
- > Ensures safe practices on site
- > Organizes tasks and schedules for project efficiency
- > Manages billing and payment documentation
- > Estimates materials, labor, and project costs
- > Collects site data for accurate construction layout
- > Documents final project reflecting actual construction
- > Creates 3D models for design and coordination
- > AutoCAD (Professional Proficiency)
- > Proposal Creation & Strategic Planning
- > End-to-End Project Management
- > Monitor budget and reduce project expenses
- > Prepare daily, weekly, and progress reports
- > Handle project contracts, variations, and approvals

Digital & Software Skills

- Microsoft Office Suite (Excel, PowerPoint, Word – Advanced)
- Simple road or site layout designs
- Drawing markups, revisions, and document management
- Quantity take-offs and cost estimation
- Project scheduling and timeline management
- Road, grading, and site layout design
- Record the final construction changes
- Follow safety rules to prevent accidents
- Collect data and mark construction points
- Analyze situations to solve problems effectively
- Make informed choices for project progress
- Work effectively with others on projects
- Share ideas clearly with team and clients
- Find solutions to site or design issues
- Complete tasks efficiently within deadlines

Civil Work & Site Management Skills

- Safely operate construction machinery and tools
- Conduct routine checks to avoid equipment breakdowns
- Identify and resolve site or equipment issues
- Ensure materials, structures, and work meet quality standards
- Efficiently manage materials, tools, and manpower
- Maintain logs of maintenance, inspections, and site activities
- Resolve operational and construction challenges effectively
- Collaborate with staff and contractors for smooth site operations
- Follow site safety rules and regulations

CERTIFICATIONS

Certificate of Appreciation | Govt. College of Technology, Rasul - (P.C.C Road Project)

- Successfully completed the Final Year Civil Project with outstanding contribution
- Gained hands-on experience in project planning, site management, and civil engineering execution
- Worked on PCC road works, structural planning, and material management
- Recognized by supervisors and peers for exceptional dedication, professionalism, and consistently high-quality performance
- Developed strong teamwork, coordination, and problem-solving skills on-site
- Applied technical civil engineering principles effectively in real-world project scenarios
- Enhanced understanding of construction workflow, quality control, and project documentation

Quality Control:

>Implementing quality assurance processes and monitoring project performance to ensure adherence to industry standards and customer requirements.

Site Coordination:

>Work with site engineers, planners, and procurement teams for material requirements.

>Ensure timely procurement and delivery of materials as per site needs.

>Variation & Claims Management

>Evaluate variations, change orders, and claims.

>Provide cost implications of design and scope changes.

Reporting:

>Prepare regular cost and progress reports for management and clients.

>Support project managers with financial and technical updates.

January 2021 - December 2022

Site Engineer

Chenab Orchard (Builders & Developers) Company, (Gujrat)

>Provided technical support and guidance to engineers to identifying solutions.

>Supervise and oversee day-to-day construction activities on site to ensure work is carried out as per approved drawings and specifications.

>Coordinate with project managers, consultants, contractors, and subcontractors to ensure smooth project execution.

>Monitor progress and ensure adherence to the project schedule and quality standards.

>Review and interpret technical drawings, plans, and specifications, raising technical queries when necessary.

>Preparation of bill of quantity, checking and submitting of shop drawings for a major mosque, sports club and housing project.

>Designs and suggestions.

>Provided valuable technical drafting support using AutoCAD, improving the accuracy of project planning and execution.

>Assist in procurement verification, material inspections, and ensure that site deliveries meet project specifications.

>Reviewed and interpreted civil, structural, and architectural drawings, providing practical solutions for site challenges.

>Coordinate all design development and approval processes to ensure they align with project requirements and standards.

>Supported construction crews by preparing job sites and cleaning up after projects.

>Supervised execution of building structures, finishes, and infrastructure works including roads, drainage, water supply, and utilities.

>Ensure all workers follow HSE policies and site safety regulations.

January 2017 - December 2017

Trainee Engineer

Government Rasul Training Authority, (Mandi Bahauddin)

Project : (P.C.C Road in Rasul College)

>Assisted in execution of PCC road construction, including subgrade preparation, formwork, concrete placement, finishing, and curing.

>Learned and assisted in site layout, surveying, and alignment setting for roadworks.

>Learning drawings, BOQ, and modern construction practices.

>Daily progress reporting & documentation.

>Assisted Senior Engineers in supervising daily PCC road construction activities, ensuring adherence to design specifications.

>Conducted basic field tests on materials (cement, aggregates, water) under guidance to verify quality and compliance.

>Supported road alignment and level checks using surveying instruments.

>Assisted in preparation, mixing, and laying of P.C.C concrete as per mix design requirements.

>Monitored curing, joints, and finishing of P.C.C slabs to maintain quality standards.

>Maintained accurate daily site reports, progress sheets, and material consumption records.

>Assisted in quantity calculations for concrete, aggregates, and other construction materials.

>Ensured adherence to site safety protocols and environmental standards.

>Learned practical techniques in construction management, design interpretation, and on-site problem solving under the mentorship of Senior Engineers.

Certificate of Civil Surveyor Course (CSC)

Govt.College of Technology,Rasul

(Jan 2015 - June 2015)

- Mastered land surveying fundamentals and field measurement techniques
- Proficient with Total Station, Theodolite, Auto-level, and GPS instruments
- Experienced in construction layout, site alignment, and benchmark setting
- Skilled in survey data recording, mapping, and report preparation
- Hands-on exposure to AutoCAD, Civil 3D, and GIS for civil projects
- Knowledge of safety protocols and professional surveying practices

Certificate of Computer Applications (CCA) Punjab Computer College (June 2015 - Aug 2015)

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access) for document creation, data analysis, and professional presentations
- Skilled in computer fundamentals, including operating systems, file management, and digital workflow
- Experienced in internet research, email communication, and online collaboration tools
- Competent in data entry, spreadsheet management, and basic database operations
- Knowledgeable in efficient use of computer applications for office, academic, and professional tasks

LANGUAGES

English  100%

Urdu  100%

Arabic  60%

PROJECTS

- **ROAD MAINTENANCE WORK IN CHENAB ORCHARD TOWN**
(Gujrat,Pakistan) (JAN 2021 & DEC 2021)
- **CONSTRUCTION OF OVERHEAD WATER TANK IN CHENAB ORCHARD TOWN**
(Gujrat,Pakistan) (JAN 2022 & MAY 2022)
- **RESIDENTIAL OF HOUSING SOCIETY,MAJOR MOSQUE,SPORTS CLUB IN CHENAB ORCHARD TOWN**
(Gujrat,Pakistan) (JUNE 2022 & DEC 2022)
- **CONSTRUCTION OF RESIDENTIAL BUILDINGS IN GOLDEN GATE CITY**
(Mandi Bahauddin,Pakistan) (JAN 2023 & JUNE 2023)
- **IMPROVEMENT OF TOILET BUILDINGS AT HOLY MINA**
(Makkah,KSA) (JULY 2023 & JULY 2024)
- **DESIGN AND CONSTRUCTION OF SERVICE BUILDING AT HOLY MINA**
(Makkah,KSA) (JULY 2023 & JULY 2024)
- **UNDER GROUND TANK AT HOLY MINA**
(Makkah,KSA) (JAN 2024 & MAY 2024)
- **DESIGN AND CONSTRUCTION OF RC TANKS AT ARAFAT AND MOZDALIFA**
(Makkah,KSA) (JUNE 2024 & DEC 2024)
- **DEVELOPMENT OF TENTS AT MINA RISES AT SQUARE 118A**
(Makkah,KSA) (JULY 2024 & MARCH 2025)
- **DESIGN AND CONSTRUCTION OF DEVELOPED MABASAT SHOPS AT HOLY MINA**
(Makkah,KSA) (FEB 2025 & PRESENT)
- **DESIGN AND CONSTRUCTION OF CHARITABLE CENTERS BUILDINGS AT HOLY ARAFAT & MOZDALIFA**
(Makkah,KSA) (APR 2025 & PRESENT)
- **REHABILITATION OF WATER COMPLEXES IN ARAFAT**
(Makkah,KSA) (SEP 2025 & PRESENT)

EDUCATION

BSCET (Bachelor Science Of Civil EngineeringTechnology)

University of Lahore Chenab Campus,Gujrat (2018-2022)

Overall rate : Very good with honor degree

Graduation Project : Strength Comparison Of Concrete With Construction Debris & Glass

Project Grade : Excellent

DAE (Diploma Of Associate Engineer)

Govt College of Rasul,Mandi Bahauddin (2015-2018)

Overall rate : Very good with honor degree.

Graduation Project : Construction Of PCC (Plain Cement Concrete) Road

Project Grade : Very Good