

Mohammad Naseem Akhtar

COVER LETTER

Dear Hiring Manager,

I am writing to express my interest in the QA/QC Civil Engineer position in your organization. I bring over six years of experience in civil construction, including 3.6 years on the NEOM – The Line Project in Saudi Arabia with AL-Muhaylib Group.

In my previous role, I manage Quality Assurance and Quality Control activities, including preparing and overseeing ITPs, RFIs, MIRs, WIRs, NCRs, Method Statements, and Quality Reports. I coordinate effectively with consultants, clients, and site teams to ensure compliance with project specifications, industry standards, and ISO 9001:2015 requirements. My experience encompasses QA/QC oversight for substructure and superstructure works, including foundations, retaining walls, columns, beams, slabs, precast elements, and structural concrete systems.

Prior to NEOM, I worked with Lodha Group in Mumbai, gaining hands-on experience in structural and finishing works on large-scale residential and commercial projects, and with Nice Projects Limited in New Delhi as a Site Engineer, where I developed strong skills in site execution, quality monitoring, and project coordination.

With my technical expertise, documentation proficiency, and commitment to quality, I am confident in my ability to contribute effectively to your team. I would welcome the opportunity to discuss how my experience aligns with your organizational needs.

Sincerely,
Mohammad Naseem Akhtar



Mohd. Naseem Akhtar

(Civil Engineer)

Professional Profile

Detail-oriented and results-driven QA/QC Engineer with over 6 years of experience in civil construction quality management, specializing in substructure and superstructure works across large-scale infrastructure and industrial projects. Proven expertise in implementing and maintaining ISO 9001:2015 Quality Management Systems, leading quality inspections, and ensuring compliance with international standards and project specifications. Successfully contributed 3.6 years to the NEOM - THE LINE Project, managing all aspects of QA/QC documentation, including ITPs, RFIs, MIRs, WIRs, NCRs, and material submittals. Adept at coordinating with consultants, clients, and site teams to deliver high-quality outcomes while maintaining full audit readiness and documentation traceability.

Experience

AL – Mehailib Group

Jan 2022 - June 2025

Giyal NEOM Tabuk, KSA

QA & QC Engineer NEOM: The Line Project

Roles & Responsibilities

Overall responsible for Project Quality control activities as per client requirements.

- Supervised all QA/QC activities related to substructure & superstructure works, including foundations, retaining walls, columns, beams, slabs, precast elements, & structural concrete systems.
- Developed, reviewed, and implemented Inspection and Test Plans (ITPs) in full alignment with NEOM's rigorous quality standards and project specifications.
- Managed and maintained a comprehensive suite of QA/QC documentation, including:
(A) Material Inspection Requests (MIRs) and Work Inspection Requests (WIRs)
(B) Concrete Pour Cards, test results, and site inspection checklists
(C) Daily, weekly, and monthly Quality Reports
(D) Master Document Logs, Quality File Indexes, and traceable records for audits.
- Prepared and submitted material submittals & technical submittals, ensuring full compliance with technical specifications, approved vendor lists, and consultant/client requirements.
- Coordinated directly with NEOM consultants to secure timely approvals on RFIs, validate hold/witness points, and resolve technical queries.
- Managed RFIs, MIRs, NCRs, and Site Observations, and verified corrective actions through detailed root cause analysis and documentation, ensuring timely and effective resolution.
- Oversaw soft cape implementation—including planting, soil works, and irrigation coordination—ensuring compliance with approved landscape plans and quality standards.

Phone

+966-578805765

Location

Riyadh, Saudi Arabia

Email ID

mdnasemakhtar97@gmail.com

Skills

Team Management

Quality Assurance & Quality Control (QA/QC)

Inspection and Test Plans (ITPs) Development

Material Submittals & Technical Approvals

RFI, MIR, WIR, NCR, and Site Observation Management

Hardscape & Landscape Execution (Paving, Cladding, Soft cape)

Waterproofing Systems and Leak Rectification

Software Skills

MS Excel

MS Word

AutoCAD (Basic)

Primavera P6

Profile Summary

-Experienced QA/QC Engineer with a background in residential, commercial, and infrastructure projects.

-Specialized in structural, hardscape, landscape, and waterproofing supervision.

-Well-versed in NEOM standards and ISO 9001:2015 quality management systems.

-Skilled in preparing and implementing Inspection and Test Plans (ITPs).

-Proficient in managing QA/QC documentation and audit records.

-Experienced in handling RFIs, MIRs, WIRs, NCRs, and site observations.

-Strong coordination with consultants, clients, and project teams.

-Ensures traceability and document control for compliance and audits.

-Committed to continuous improvement and high-quality project delivery.

Certification

ISO 9001:2015
EPC Planning

Language

Arabic

English

Hindi

- Maintained and implemented ISO 9001:2015 Quality Management System documentation, including procedures, records, audit findings, and continual improvement actions.
- Ensured traceability and archiving of all QA/QC documents in accordance with NEOM documentation protocols, supporting compliance and audit readiness.
- Actively participated in internal and external quality audits, addressed non-conformities, and implemented corrective and preventive measures in coordination with QA/QC and HSE teams.
- Supported the QA/QC department in compiling handover documentation packages, including as-built drawings, test certificates, inspection reports, and consultant approvals.
- Maintained strong coordination with site engineers, subcontractors, consultants, and safety officers to ensure the successful integration of quality and safety throughout construction activities.
- Supervised comprehensive waterproofing works, including material installation, inspections, leak rectification, documentation, and coordination with consultants.
- Led hardscape execution—including kerbstone, paving, and cladding works—while coordinating with stakeholders, ensuring drawing accuracy, and maintaining compliance with NEOM standards.

Lodha Group
Mumbai, India

July 2020 – Dec. 2021

QA/QC Engineer

Roles & Responsibilities

- Review drawings and specifications.
- Proper management of materials and workmanship.
- Site supervision, quality control & good workmanship.
- Managed **material approvals**, lab testing coordination, and ensured adherence to design specifications.
- Conducted pre- and post-concrete inspections, rebar checking, and embedded item verification.
- Supervised QA/QC activities on residential, commercial, and infrastructure projects.

Nice Projects Limited.

June 2017 – May 2019

New Delhi., India

Site Engineer

Roles & Responsibilities

The scope of work involves planning & scheduling of works on site, calculating cost of items, monitoring construction as well as executing and managing the construction of building.

Education

Bachelor of Engineering

June 2020

RKDF University, Bhopal, India

Higher Secondary Certificate

March 2016

BSEB, Bihar, India

Senior Secondary Certificate

March 2014

CBSE, New Delhi, India

Roll No. :0114CE16GT090
अनुक्रमांक:

Enroll No. :0114CE16GT090
नामांकन क्र.:

राम कृष्ण धर्मार्थ फाउंडेशन विश्वविद्यालय, भोपाल
RAM KRISHNA DHARMARTH FOUNDATION UNIVERSITY, BHOPAL



बैचलर आफ इन्जीनियरिंग

प्रमाणित किया जाता है कि **मो. नसीम अख्तर**

एग्नोस कॉलेज ऑफ टेक्नोलॉजी

ने सत्र **जून-2020** में इस विश्वविद्यालय की **बैचलर आफ इन्जीनियरिंग**

सिविल इन्जीनियरिंग

परीक्षा ग्रेड **७.६८**

सी.जी.पी.ए. में उत्तीर्ण की, उन्हें **बैचलर आफ इन्जीनियरिंग** की उपाधि से विभूषित किया जाता है।

BACHELOR OF ENGINEERING

This is to certify that **Mohd Naseem Akhtar**

Agnos College Of Technology


having passed the **Bachelor of Engineering**

Civil Engineering

examination in

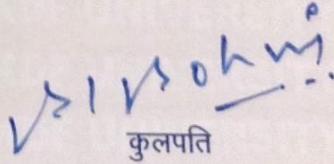
session **June-2020** of this University in the grade **7.68 C.G.P.A.**,

is awarded the degree of **Bachelor of Engineering**


कुलसचिव
Registrar



भोपाल, म.प्र., भारत, दिनांक :
Bhopal, M.P., India, Dated : **12-08-2021**


कुलपति
Vice Chancellor

9000703872401

Self 7/7/1630519

JR
Sund.

No. _____ Date _____
Signature of Secretary/Additional Secretary/Deputy Secretary/Under Secretary/Asstt. Secretary/Section Officer of State Government/Attache

Authenticated
F.No. 23-7/2006/38-2
Date..... 19-8-2021
(Veeran Singh Bhalavi)
Under Secretary
Higher Education Department
Centralaya, Vallabh Bhawan, Bhopal

(Veeran Singh Bhalavi)
Section Officer (Attestation/Asstt. Secy)
I.C.P.V. Division
Higher Education, New Delhi

भारत सरकार GOVERNMENT OF INDIA
अपोस्टिल / APOSTILLE
(Convention de La Haye du 5 octobre 1961)

Country REPUBLIC OF INDIA
This public document
DEGREE
has been signed by VEERAN SINGH BHALAVI
acting in the capacity of UNDER SECRETARY
bears the seal/stamp of BHOPAL

Certified
at NEW DELHI, INDIA the 07-JUL-2025
by SO(OI/ATTESTATION), MINISTRY OF EXTERNAL AFFAIRS
no 9006098602501
seal / stamp
MOHD NASEEM AKHTAR

FOUNDATION UNIVERSITY, BHOPAL



وزارة التعليم
Ministry of Education
بصادق الملحق الثقافي السعودي في الهند على
صحة ختم وتوقيع وزارة الموارد البشرية الهندية
دون اي مسؤولية تتعلق بالمحتوى.
الرقم: 22-03354
التاريخ:

(Suresh Kumar)
Section Officer (Attestation/OI)
I.C.P.V. Division
Ministry of External Affairs, New Delhi
DR/ACOE/COE

ماضي بن حسين السبيعي
MADHILH AL-SUBAIE

Signature
Signature
Signature

أ.د. فالح بن يوسف بن قاديون

235035693198





**BATCHING PLANT AND TESTING LABORATORY PERSONNEL APPROVAL FORM
NEOM ETSD Q & E (BP & TL)**

Date	8-Aug-24	JCC No: VQM (BP&TL)-0356_02
Candidate Name	Naseem Akhter	
Position	Quality Control Supervisor	
Candidate ID No.	2511497006	
Nationality	Indian	
Company Name/Location	Al-Muhaylib Group Company	
BP/ TL ID	NEOM-CBP-CP04-AMG-037	
Approved For	Concrete Batching Plant	
JCC Expiry date	7-Aug-25	

Interviewers Comments: Based on the technical interview, the candidate is accepted.

Note:

- 01)- Relocation/demobilization of approved Quality staff must be communicated to NEOM ETSD (BP & TL) at least 30 days in advance.
- 02)- This JCC must be returned when the individual approved candidate is transferred out of the NEOM.
- 03)- NEOM ETSD(BP&TL) team reserves the right to revoke the approval of quality/Technical staff at any time if the Individual's performance is found unsatisfactory.

Interview Result	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Approved Conditionally	<input type="checkbox"/> Rejected
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Interviewed By

Name: Muhammad Kamran Shoukat

Date: 8-Aug-24

Designation: Vendor Quality Supervisor
NEOM ETSD-Q & E

Sign:

Approved By

Name: Muhammad Ilyas

Date: 23-Aug-23

Designation: Vendor Quality Manager
NEOM ETSD-Q & E

Sign:



Date : _____

التاريخ : _____

TO WHOM SOEVER IT MAY CONCERN

This is to formally certify that **Mr. Mohammad Naseem Akhtar**, an Indian national (**Resident ID # 2511497006, Company Employment # 3631**), has been employed with our organization as a **QA/QC Supervisor** on the **NEOM - The Line Project** in the Kingdom of Saudi Arabia from **12th January 2022 to present (2025)**.

Throughout his tenure, Mr. Akhtar has consistently exhibited exceptional dedication, professionalism, and a strong work ethic. His technical expertise and attention to detail have been instrumental in the successful execution of the project. Furthermore, he has demonstrated outstanding interpersonal skills, fostering positive working relationships with both colleagues and clients alike.

This certificate is issued at Mr. Akhtar's request for any legal purpose it may serve. We extend our best wishes for his continued success in all future endeavours.

Al- Muhaylib Group Company for Cement Products

Hassan Raza

Project Manager

Email: hassan@almuhailibgroup.com.sa

H
7-5-2025





LODHA

BUILDING A BETTER LIFE

LODHA CONSTRUCTION COMPANY

Ref. No.:- LCC/QAQCE-4110/2021

Date:28/12/2021

SERVICE CERTIFICATE

This is to certify that **Mr. Mohammad Naseem Akhtar**, has been worked with Lodha Construction Company in the capacity of "**QA/QC Engineer**" for the period from **03/06/2020** to **28/12/2021** for our site **Golden Dream High Rise Building Project Taloja Bypass Road, Mumbai.**

During the tenure he was found, sincere punctual and hard working man. His work was very good. He was capable to handle the work. To the best of our knowledge and belief he bears a good moral character.

This certificate has been issued upon his request for his better prospects without any obligation to the company.

We wish him all the success for his future life.

For Lodha Construction Company


PK SHARMA
HR Manager



LODHA CONSTRUCTION COMPANY

LODHA Excelus Building, Apollo Mills Compound NM Joshi Marg, Mahalaxmi, Mumbai - 400 011+91 (22) 2302
4400enquiries@lodhagroup.com

NICE PROJECTS LIMITED

(Formerly Known as Nice Projects Private Limited)



ISO 9001:2015

Date: June 10, 2019

Ref.No.: NPL/CER/A007

TO WHOM IT MAY CONCERN

This is certify that **Mr. Mohammad Naseem Akhtar** worked as Site Engineer in our company from **18 June 2017** to **26 May 2019** with our entire satisfaction. During his work period, we found him a sincere, honest hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable and his character is well. We have no objection to allowing him in any better position and have no liabilities in our company.

We wish him every success in life.



CERTIFICATE OF ACHIEVEMENT

This is to certify that

Mr Mohd Naseem Akhtar

has successfully passed all the course assessment requirements for

**ISO 9001:2015
Quality Assurance (QA) & Quality Control (QC)
Training Course**

by passing the examination and
continuous assessment held at

New Delhi, India

On

**13th January - 17th January 2023
(40 Hours)**

Date of Issue : 22nd January, 2023

Certificate Number : IN-4051

CQI-IRCA UDN : 440621

Course No : 1795



**Head
Training and Development**

The Skills age

CERTIFICATE OF "EPC PLANNING ENGINEER"

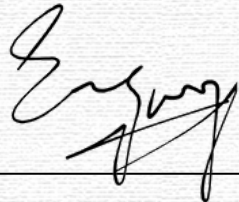
THIS CERTIFICATE PRESENTED TO

Mohd Naseem Akhtar S/O Md Nehal Akhtar

for successfully completing the online course on Project
Management using Primavera P6 Expertise

Training Start Date: 25 JUNE 2023

Date of Completion: 25 JULY 2023



Trainer: Engr. Waqas Ahmed



Student EPC-P6-ID: B118-179

www.theskillsage.com



Mohammad nassem
Akhtar

Employer
**Al-muhaylib Group Company For Cement
Products**

Occupation
Quality Inspector

Workforce ID
47272696

CONTRACTOR

هوية مقيم

رقم النسخة ١

المملكة العربية السعودية



وزارة الداخلية



محمد نسيم اختر

MOHAMMAD NASEEM AKHTAR

تاريخ الانتهاء: ٢٠٢٦/٠١/٠٤

رقم الهوية: ٢٦١٩١٢١٤٧٤

مكان الميلاد: الهند

تاريخ الميلاد: ١٩٩٨/١٢/١٠

الديانة: الاسلام

الجنسية: الهند

المهنة: عامل تعبئة وتغليف

هوية صاحب العمل: ٧٠٥١٢٤٥٨٩٧

مكان الإصدار: شركة العلم لامن المعلومات

مكان العمل: منطقة القصيم

اسم صاحب العمل: شركة عهد سعيد المطيري



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية



पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MOHAMMAD NEHAL AKHTAR

माता का नाम / Name of Mother

SHAHNAZ BEGUM

पति या पत्नी का नाम / Name of Spouse

पता / Address

F.NO-302,H.NO-C-232,BLOCK-C

ABUL-FAZAL ENCLAVE-2,DELHI

PIN:110025,DELHI,INDIA

पुराने पासपोर्ट का न. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल न. / File No.

DL1064858475020



U5503860