

Noor Muhammad

Al Madinah, Saudi Arabia | +966 59 167 8867 | saharkan1234@gmail.com

Professional Summary

Dedicated and experienced Surveying and Data Entry Specialist with over 7 years of diverse experience in the construction and engineering industry. Proven track record in data management, field surveying, and site coordination. Adept at using modern tools and techniques to support infrastructure and drainage projects. Fluent in English, Arabic, and Urdu, with strong communication and technical skills. Currently contributing to high-impact drainage line projects across Medina and Riyadh.

Professional Experience

Drainage Line Surveyor - Anmula Contracting Company

Medina & Riyadh, Saudi Arabia | August 2023 - Present

- Conduct field surveys for drainage line layout and alignment
- Coordinate with engineering teams for accurate execution on-site
- Use modern surveying tools for precise measurements and reporting
- Ensure compliance with safety and construction standards

Assistant Surveyor - Ebda Alhayat Company

Al Qasim, Saudi Arabia | January 2022 - August 2023

- Assisted senior surveyors in land and infrastructure surveys
- Collected, recorded, and processed topographical data
- Supported map preparation and layout marking activities
- Worked with GPS, total stations, and leveling instruments

Data Entry Operator - SAMBU Company (Korean Construction Company)

Pakistan | May 2012 - August 2017

- Entered, organized, and maintained project-related data accurately
- Managed documentation for construction progress and materials
- Supported administrative staff in day-to-day operations
- Ensured data integrity and timely updates for reporting

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Education

Bachelor-s Degree in English & Islamic Studies

University Name, Pakistan

Diploma of Associate Engineering (DAE)

2011 - 2013

Diploma in Information Technology (DIT)

1-Year Program - Completed Successfully

Key Skills

- Auto Level Machine Operation
- GPS Surveying (Topographic & Drainage Layout)
- Construction Site Coordination
- Data Entry & Documentation
- MS Office (Excel, Word)
- Multilingual Communication

Languages

- English - Fluent
- Arabic - Fluent
- Urdu - Native

References

Available upon request.