

## **COVER LETTER**

Human Resource  
Kingdom of Saudi Arabia

Dear Sirs,

I am writing to express my interest in the Civil Supervisor/Civil Site Engineer position currently advertised by your Company. This role caught my attention as I have over **09** years of experience in the construction industry.

I have successfully managed multiple construction projects, ensuring they are completed on time and within budget. My exceptional leadership skills and attention to detail make me an ideal candidate for the Civil Construction Engineer and Civil Supervisor roles at your company.

Throughout my career, I have consistently demonstrated the ability to establish and maintain schedules, manage subcontractors, and ensure that safety protocols are strictly followed. I take pride in my ability to adapt to changing project requirements and remain calm under pressure while prioritizing tasks for optimal efficiency. I have developed a keen eye for identifying potential problems early on and effectively executing corrective action to maintain project progress.

Thank you for considering my application. I look forward to the opportunity to speak with you and learn more about how I can contribute as a Civil Supervisor Engineer/ Civil Site Engineer with your prestigious company.

***Sincerely,***

***Syed Zakarya***

***Cell # 0592055482***

***WhatsApp # 0592055482***

***Enclosure: Resume***

# **CURRICULUM VITAE**

**Syed Zakarya**

**Civil Supervisor/ Site Engineer - (EPC)**

**Structure, infrastructure, Road, U. Ground Utilities:**

Contact Number: **0592055482**

Email: [syedzakarya1@gmail.com](mailto:syedzakarya1@gmail.com)

## **Summary of Qualifications:**

- Diploma in Civil Engineering
- Bachelor's Degree
- NEBOSH certified.
- Diploma in AutoCAD from Future Skill Professional, Pakistan in 2010.
- Computer Applications and Office Automation from Global Institute.
- Diploma of Information Technology

## **Career Summary:**

More than 09 Years of experience in Construction Projects in Pakistan and Saudi Arabia. I have worked on prestigious projects of (EPC) (Residential) Buildings, Road, Buildings with the Sub-Contractor and Client in the capacity of, Site Supervisor, Site Engineer My duties involved includes but not limited to Supervision of works and Coordination among all other trades involve with Civil works, Review of Drawings and Specifications, attend site meetings and resolving the technical issues onsite, Structure, Infrastructure, concrete, U. Ground Utilities formworks, Asphalt concrete and building work preparation and submittals of work methods and procedures,.

## **Significant Accomplishments QC:**

- Successfully implemented various process improvement initiatives like Critical Thinking, Drawing Reviews, Surveillance Inspections and Pro Active HSE Environment
- Supervised inspection of raw material which improved product quality by 92 % against 85 % previously honored with Awards / Appreciation Letters for contributing in quality control.

## **Significant Accomplishments as a supervisor:**

- Strategy, Program and Implementation of schedule of works.
- Coordination among all trades of Architecture, Electrical, Mechanical and Telecommunication works.
- Structure, infrastructure, concrete; U. Ground Utilities, formworks, Asphalt concrete and building work preparation and submittals of work methods and procedures.
- Quality Assurance and Quality Control

**Rimal Albaydh Contracting**  
**Site Engineer**  
**Jun 2024 to the present**  
**Consultant: Project Al Hammadi Hospital Olaya Riyadh**

**Responsibilities:**

- Extending support and monitoring all civil work activities and technical assistance to ensure the work is in accordance with Construction Standards, Specifications.
- Conducting inspections of all concrete, rebar, backfilling, and all work activities.
- Facilitating full implementation of Saudi Aramco and Sab Tank Sabic Engineering Standards while verifying all structures, anchor bolts, footings & pedestals, fire trenches and duct banks, Tank Ring wall, and Concrete Dike wall.
- Monitoring the quality of work as per project specifications; controlling submittals through respective forms, like material arrival, and conducting required tests during concreting works.
- Contributing in reviewing the relevant documents before the start of construction e.g. IFC, project specification.

**High Services Contracting Company, Saudi Arabia**

**Clint Neom, Consultant Aecom**  
**Site Engineer at BES, Sindalah Island, Neom**  
**March 2023- May 2024**  
**Consultant: AECOM**

**Responsibilities:**

- Monitoring and ensuring that materials on the construction site comply with the plans and specifications.
- Supervise the project for any possible issues and mistakes.
- Keep an eye on the project progress, compile reports on status, and present them to the relevant authorities.
- Provide advice and suggestions to resolve problems.
- Checking all site work.
- Maintaining safety on site through promoting a safety culture.
- Performing general construction duties on sites.
- Overseeing construction works being completed on site.

**Client DPH. Main Cont SAPAC**  
**Site Engineer**  
**Aug, 2020 to Feb, 2023**  
**Consultant: SAPAC , Aitco,**

**Responsibilities:**

- Responsibilities include all operations, quality control, and production/ pre-production, reporting daily and weekly progress status, punch-lists preparation, labour distribution, time-sheet tracking, coordinating with Site Team and material deliveries, checking many sites and assessing and addressing their needs.
- Extensive knowledge in interacting to maintains positive relationships with architects, owners, Clint inspectors, utility representatives, and subcontractors, other employees.
- Examining and inspecting work progress, equipment and construction site to verify safety and ensure that specifications are met, analyzing and planning.
- Installation and construction of equipment and structures, conferring with subcontractor to discuss such matters as work procedures, complaints, and construction problems, and contracting workers to perform construction work in accordance with specifications.
- Using work permits to Promotes job site safety, encourages safe work practices and rectifies job site hazards immediately.
- Supervise the project for any possible issues and mistakes
- Keep an eye on the project progress, compile reports on status and present them to the relevant authorities

- Provide advice and suggestion to resolve problems.
- Checking all site work
- Maintaining safety on site through promoting a safety culture
- Performing general construction duties on sites
- Overseeing construction works being completed on site.
- Regularly checking progress of works according to the schedule.

**Client NHA, Consultant ACE**

**Site Engineer**

**Aug. 2017 to January 2020**

**Consultant: NESPAK, Lahore, Pakistan.**

**Responsibilities:**

- Execution of structural elements for the casting of the villa's foundation.
- Making an Internal RFI request for to Inspection department.
- Attending a weekly quality meeting with SAPMT personnel to present weekly accomplishments vs the planned schedule.
- Assigning daily manpower as per the working load of the area.
- Utilizing and managing machinery for the execution of work.
- Making liaison with MEP and Survey department for the site activities and clearance prior to casting of structural elements.
- Heading all works of sewerage and storm water lines of the project.
- Managing advance availability of material from the store at site for the weekly consumption.
- On a monthly basis arrange a meeting with store storekeeper to inspect the inventory items of store and make requisitions for the required material at site to not delay any activity at site.
- Preparation of daily and weekly progress report to be submitted to the management of the company.
- Preparation of method of statement for the activities.
- Preparation of a week's look-ahead schedule (TWLAS) and submit to the management

**Languages: English, Arabic, Urdu**

**Personal Profile:**

- Name: Syed Zakarya
- Nationality: Pakistani
- Religion: Islam
- Marital Status: Married
- Iqama: Transferable