

# COVER LETTER

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Dear Hiring Manager,

I am writing to express my interest in the QA/QC Civil Engineer position. I am an ISO 9001:2015 certified professional with more than seven years of experience in quality assurance, quality control, and auditing across major civil engineering projects, including buildings, infrastructure, roads, and water treatment facilities. My work in Saudi Arabia has strengthened my ability to uphold strong quality standards and ensure full compliance with project requirements and international guidelines.

I hold a Master's degree in Civil Engineering and am an active member of the Saudi Council of Engineers & Affiliate member of American Society of Civil Engineer. My background includes preparing and implementing Project Quality Plans, Method Statements, and Inspection and Test Plans, along with managing WIRs, MIRs, MARs, and NCR closures with accuracy and efficiency.

With my experience in quality management and auditing, I am confident in my ability to support your team, improve project processes, and help deliver high-quality results.

Thank you for your time and consideration. I welcome the chance to discuss how I can contribute to your organization.

Sincerely,

**Engineer Ateeq Ur Rehman**

# ENGR ATEEQ UR REHMAN

+966 53 958 6829



QA/QC CIVIL ENGINEER | ISO 9001:2015 APPROVED |

Malikatiq141@gmail.com



SCE APPROVED | Transferable Iqama | Pakistani

Jeddah, Saudi Arabia



## SUMMARY

A highly competent, capable, and energetic engineering professional with skill set and over Seven years' experience in Civil Engineering. Results-driven QC Civil Engineer with over 7 years of hands-on experience in quality assurance and control across diverse construction projects. Skilled in ISO 9001:2015, Project Quality Plan (PQP), Method of Statement (MOS), preparing and implementing ITPs, handling WIR, MIRs and MARs, and efficiently managing the closure of NCRs. Proven ability to ensure compliance with project specifications, international standards, and client requirements. Adept at coordinating with multidisciplinary teams to maintain high-quality standards and deliver projects successfully. Committed to continuous improvement and excellence in construction quality management.



## EDUCATION

### CECOS UNIVERSITY PAKISTAN

Master Degree in Civil Engineering

### UET PESHAWAR PAKISTAN

Bachelor in Civil Engineering

## SKILLS

- Microsoft Office (Word, PowerPoint, Excel)
- Primavera P6
- Autocad
- ETABS
- Writing Technical Reports, Documentations
- Analysis Reports
- Quality Assurance/Quality Control

## TARGET JOB:

- QA/QC Civil Engineer

## MEMBERSHIPS:

- Saudi Council of Engineer (SCE): Registered Member
- Pakistan Engineering Council: Lifetime Member
- American Society of Civil Engineers: Affiliate Member

## LANGUAGES:

- English
- Arabic

## PROFESSIONAL EXPERIENCE

### 1. QA/QC Civil Engineer

**Specialized Techniques Contracting Company** | November 2021 - Present

- Prepared and implemented Project Quality Plan (PQP) & Inspection and Test Plans (ITPs) in line with project specifications and standards.
- Developed and reviewed Material Inspection Requests (MIRs) ensuring compliance with approved materials and technical specifications.
- Managed and processed Material Approval Requests (MARs) by coordinating with suppliers and consultants for timely approvals.
- Conducted regular WIR, site inspections and quality checks to ensure adherence to construction standards and safety regulations.
- Supervised and documented field quality control tests including compaction, concrete, and material testing.
- Ensured timely closure of Non-Conformance Reports (NCRs) through root cause analysis, corrective action implementation, and follow-up inspections.
- Coordinated with the project team, consultants, and contractors to resolve quality-related issues efficiently.
- Maintained comprehensive quality documentation and reports for audits and client submissions.
- Participated in internal and external quality audits and contributed to continuous improvement processes.
- Providing assistance and actively participating in setting up the quality control strategies before project commencement
- Controlling and the distributing all the quality documentation of the material and procurement
- Monitoring all quality related activities on the project as per the strategies set by managerial staff and client
- Verify and ensure that quality requirements are specified to vendors and field personnels as per documentation submittals.
- Attend client quality management meetings
- Review quality inspection personnel qualifications and training requirements
- Monitor the disposition of all issued nonconformance reports.
- Monitor the progress and effectiveness of the project quality management system. Recommend and implement improvements when required.

- Coordinate all QA/QC activities with the site QC manager
- Coordinate all QA/QC activities with the site QA/QC procurement manager
- Coordinate all quality related correspondence with the client's representatives.
- Taking corrective actions to resolve the client's or consultant's complaints, identify key issues and trying to mitigate the quality related effects for future
- Working on all the final documentation upon the completion of the project.

## 2.QA/QC Civil Engineer

**Counsif Limited Company** | Oct 2019- Oct 2021

- Maintain and update the record of all quality documentation and sheets.
- Monitor the construction activities for compliance with the company's approved quality standards and procedures
- To make sure all the material and procedures used are relevant and approved by client
- Checking the quality standards of the materials, perform and track the accepted material testing and protocols
- Coordinate with the site staff through all the stages of project till testing and commissioning.
- Maintain and update weekly and monthly reports, and address the complexities that arise to QA manager.
- Coordinate with client-appointed quality inspection teams to handle complicated QA/QC concerns by Communicating with project managers to ensure that a quality plan and construction plan are deployed.
- Train workers and engineers guarantee that regular project visits are made to enhance and train quality control personnel.
- Ensure that all construction operations are carried out in accordance to the project Specification, Construction Procedure, inspection and testing plan and approved method statement.
- Daily, weekly and monthly progress report preparation.
- Responsible for implementation of project layout on site according to drawings.
- Responsible for site supervision of all civil work starting from site clearance.
- Preparing the inspection test request including relevant documents before inspection date and time.
- Ensuring the proper implementation of Inspection and Testing procedure, Project QC procedure, Method Statement and Inspection and Testing Plans; through surveillance monitoring of the related site activities. Witness planned inspection and test as per the relevant inspection and test plans and liaises with site engineers and supervision staff of the Consultants.
- Coordinate inspection requests with the Consultants on receipt from responsible
- Site/system staff, and initiate logs and register's QC inspections as per Approved check sheet, method statement, specification and drawings.
- Responsible for monitoring daily activities of the site such as to ensure quality of working compliance with contract requirements, good construction practice, that only approved materials are used in compliance with shop drawings, inspection of materials delivered to site.
- Review material/document submittals to ensure execution of work as per specification/manufacturer's recommendations.
- Attending site progress, technical and coordination meetings with operation director and manager to discuss the project quality issues.
- Responsible for the overall supervision of structural work including execution of job as per shop drawings, checking of layout, steel reinforcement, form work and witness various Type of Test at site.