

# Noor Muhammad

## Surveying and Data Entry Specialist

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📍 Al Madinah, Saudi Arabia

### 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

- 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

08/2023 – Present  
Medina & Riyadh, Saudi Arabia

#### Assistant Surveyor, Ebda Alhayat Company

- 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

01/2022 – 08/2023  
Al Qasim, Saudi Arabia

#### Data Entry Operator, SAMBU Company (Korean Construction Company)

- 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

05/2012 – 08/2017  
Pakistan

### Education

#### Diploma of Associate Engineering (DAE)

2011 – 2013

#### Bachelor-s Degree in English & Islamic Studies, University Name

Pakistan

#### 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