**** Muhammad Naeem

###  Site Engineer/ SDO (MES)

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Rawalpindi,Pakistan

Experienced civil engineer with 13 years of expertise in managing construction projects. Skilled in overseeing site operations, coordinating with contractors, and ensuring project completion within budget and timeline. Proven track record of delivering high-quality results. Strong knowledge of construction codes, regulations, and safety protocols. Committed to excellence and driving successful project outcomes.

# SKILLS

Time management

Material specifications

Technical expertise

 Communication

 Knowledge of drawings

Execution of work

 Problem solving

Health & safety

 Quantity surveying

 Site inspection

 Quality Control

 Structural analysis

 Risk Assessment

Risk Management

Technical reports

 Multi tasking

Team leadership

 Project planning

 Material Calculation

 Contract management

# WORK EXPERIENCE

## SUB DIVISIONAL OFFICER (Building & Roads)


### Military Engineering Services

*05/2010 - Present*  *Pakistan*

*Achievements/Tasks*

* Layout of the buildings, according to the site plans.
* Ensured the equipment and procedure comply with safety regulations.
* Supervise all major works, including steel reinforcement, Concrete work, scaffolding, masonry work,

Plastering, Flooring, internal & external services.

* Custodian of hard copies of all records of the project comprising steel tensile test reports, Concrete test reports, Wood seasoning etc
* Maintain the daily work diaries indicating Man power & Machine tools used.
* Made sure budgets, timescale and project specifications are met.
* Made communication with other engineers, surveyors, clients & subcontractors.

## MAJOR PROJECTS

* Multi Storey Officers Accommodation
* Soldiers Barracks
* Aircraft Hangars
* Officers Multi Storey Residential Flats
* Soldiers Residential flats
* 1200 Men MESS
* Construction of Aircraft Taxi Link
* New Road Construction
* Maintenance works of many Residential & Non Residential Buildings

# EDUCATION

##  Diploma of Associate Engineering (Civil Technology)

### Construction Technology Training Institute islamabad

*2009* *Pakistan*

## Fsc (Pre-Engineering)

### Federal Board of Intermediate & Secondary Eduction islamabad

*2005* *Pakistan*

# WORKSHOPS AND TRAINING

Departmental Training Courses Financial Management Eﬀective Team Management Result-Based Management

E-Government and Organizational Development PPRA Contract Rules

Project Management

# ACHIEVEMENTS

* Successful completion of large scale projects like construction of Aircraft Hangars & Taxi Link.
* Implementing innovative construction techniques to improve efficiency and reduce costs.
* Ensuring strict adherence to safety protocols, resulting in zero accidents or injuries on the construction site.
* Effectively managing and coordinating multiple subcontractors and suppliers to maintain smooth project progress.
* Resolving complex technical challenges during the construction process, demonstrating problem-solving skills.
* Achieving high client satisfaction by delivering projects that meet or exceed their expectations.
* Receiving recognition for outstanding project management skills, ensuring projects are delivered within budget.
* Leading a team of construction professionals and fostering a positive work environment.
* Being awarded departmental certifications for expertise and contributions to the field.

# COMPUTER SKILLS

Microsoft Oﬃce (Word, Excel, PowerPoint & Outlook)

Knowledge of BIM Software

Auto CAD

# PERSONAL DETAILS

**Date of Birth** 02 - 08 - 1987 **Marital Status** Married

# LANGUAGES

English      Urdu     

# REFERENCES

Available upon request.