

Arslan Ahmad

Ajman New Industrial Area

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Career Goal:

I am seeking towards a job in a growing organization to avail knowledge by knowing the ability under the supervision of highly skilled staff and under the profession of highly command management.

The basic skill in me is to get success by key to devotion, honesty and integrity, so a decent chance to me will be helpful by the blessings of Almighty Allah in term of proving myself.

Civil Supervisor:

Dates: (June 2021) to (September 2021)

(Reporting to Construction Manager)

SKAFS international construction Company PVT. LTD. (Punjab) PAKISTAN.

Responsibilities:

- Supervision of all works completed onsite to ensure required quality and productivity
- Managing all aspects of construction for your own live project and be reporting into the Project Manager or Superintendent
- Monitoring and controlling all aspects of health and safety
- Keeping accurate records of production, providing reports on works completed.
- Coordinating tasks and ensuring adherence to safe work method statements and risk assessments
- Liaise with clients, sub-contractors and internal team to achieve productive outcomes for the project
- Providing reports on works completed
- Resourcing plant and material for the works including programming the works.

Civil foreman

Dates: (September 2019) to (March 2020)

(Reporting to Construction Manager & General Manager)

AMAC Multan Punjab Pakistan.

Responsibilities:

- Overseeing the coordination of construction works and ensuring that they are in accordance with priorities and plans
- Producing schedules and monitoring the attendance of crew
- Inspecting construction sites frequently and ensuring that manpower and resources are adequate
- Supervising the use of machinery and equipment
- Tracking expenditure and ensuring that it stays within budget
- Identifying and resolving problems that may arise during construction processes
- Guaranteeing and implementing safety precautions while also ensuring that quality standards are met
- Reporting the progress of construction projects to managers, supervisors, engineers, and other relevant personnel.

Civil Surveyor

Dates: (July 2017) to (September 2017)

(Reporting to Financial Controller) Civil Supervisor site.

Responsibilities:

- Travelling to sites, when necessary.
- Taking measurements of distances and angles on a property or section of land in order to establish legal boundaries.
- Employing specialized equipment, including distance measuring wheels, GPS, and geographic information system (GIS) devices to measure boundaries and contours.
- Performing mathematical calculations to determine and confirm surveying measurements.
- Marking and delineating boundaries and reference points on a property or section of land.
- Researching and consulting historical maps and surveys, as well as legal documents, relating to the property or section of land they are measuring.

- Analysing data using plans, maps, charts, and software such as AutoCAD and GIS programs.
- Presenting data to clients and preparing reports detailing legal boundaries and other relevant information.
- Collaborating and working with project managers, construction crews, and government agencies, when necessary.

Store Keeper:

From. (January 2016) to (June 2016)

(Reporting to Financial Controller)

Sindhbad Hotels 4*, Restaurants, Banquets & Halls.

Phone: (+92) 61-4782236-8

Fax: (+92) 61-4512238

Responsibilities:

- Ensures all merchandise delivered to storerooms has been properly received and documented.
- Stores all merchandise delivered and update inventory systems.
- Conducts physical inventories of the storerooms and prepares Requisitions for food & beverage lists to bring items up to par stock levels. Submits these to the Purchasing Manager for approval.
- Completes properly authorized Requisitions from departments and issues goods in time and updating of daily issues in the inventory systems.
- Assists in all month-end store room inventories.
- Maintains neatness and cleanliness in all storage areas on a daily basis as per Municipality requirement.
- Ensures that all storeroom accounting and security procedures are being complied with at all times.
- Ensures all merchandise is checked for expiry dates on receipt.
- Preparing Expiry / Slow moving reports for Cost Controller, Chief, Director of Finance
- Preparation of operating equipment reports.
- Conducting Mid inventory of the month.
- Making standing order for fast moving items.

Key Skills:

- Ability to be patient and attentive towards guests needs.
- Strong listening and convincing skills.
- An enthusiastic, self-motivated and independent individual.

Academic Qualifications:

❖ **Diploma Associate Engineer – (Civil)**

Govt. College of Technology, Multan.

❖ **Matriculations (Science)**

In 2014- From B.I.S.E D. G khan.

Technical Competence:

- MS Word
- MS Excel
- MS PowerPoint
- Internet

Personal Details:

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|------------------|---|---|
| • Father's Name | : | Mehmood UL Hassan |
| • Date of Birth | : | 12-02-1998 |
| • Nationality | : | Pakistani |
| • Passport No | : | QX1174771 |
| • Valid up to | : | 12 feb 2025 |
| • Visa Status | : | Visiting visa (3 months) |
| • Domicile | : | Layyah (Punjab) |
| • Religion | : | Islam |
| • Marital Status | : | Single |
| • Hobbies | : | Reading, Playing Cricket, Net Servings, Playing |

Reference:

- Will be furnished on demand.