



SHAHZEB

PROFESSIONAL:

Document Controller & QA/QC Administrator

Current Address:

Jabel Ali Parco Nuzul Camp, Dubai UAE

Mobile Nos:

+971568623097 & +971545929170

Email Address:

shahzeb.eng67@yahoo.com

OBJECTIVE

Seeking a challenging and suitable position with a progressive organization where my experiences, qualifications enthusiasm will be utilized to contribute to the overall success of the company.

SKILLS

- ❖ 8 years QAQC Administrator & Document Controller and 3 years Civil engineering experience.
- ❖ Must be able to multitask, adaptable to fast-paced environment.
- ❖ Must be well organized.
- ❖ Strong verbal, written, and electronic communication skills.
- ❖ Must work well with owners, tradespeople, subcontractors and team members.
- ❖ Must have working knowledge and competency in Field Management Software.
- ❖ Proficient in Windows, Microsoft Office (Excel, Word, Outlook, Aconex, Dome Connect and Teams) and have a general understanding of working within a computer network.
- ❖ Must be a strong team player, self-starter, flexible and be able to work well with a variety of personalities and minimal instruction.
- ❖ Excellent Interpersonal skills, fluent in Spoken English and Urdu.
- ❖ Good teamwork and ability to work under own initiative.

PERSONAL DETAILS

- ❖ **Name:** Shahzeb
- ❖ **Marital Status:** Married
- ❖ **Nationality:** Pakistani
- ❖ **Religion:** Islam
- ❖ **Passport No:** BU5092733

LANGUAGE

- ❖ English
- ❖ Urdu

EXPERIENCE

2015 - till date

CROWN HOUSE TECHNOLOGY (LAING O'ROURKE MIDDLE EAST) UAE

DESIGNATION: QA/QC Administrator & Document Controller

PROJECTS: -

- ❖ Khazna Data Centre, D3 @ Dubai.
- ❖ AL Wesl Plaza EXPO 2020 @ Dubai.
- ❖ AL Maryah Central @ Abu Dhabi.
- ❖ Aloft Hotel Deira City Centre @ Dubai.
- ❖ Motion Gate Theme Park @ Dubai.
- ❖ Hilton Garden Inn AL Barsha @ Dubai.

DUTIES & RESPONSIBILITIES

- ❖ Responsible for accepting all departmental correspondence and getting summaries and important information to management.
- ❖ Assisted in generating daily progress reports that were sent to the executive team once a month.
- ❖ Assisted in keeping departmental filing system organized.
- ❖ Maintain quality control and inspection records, issuing QC Reports, Registries, Status and other relevant reports.
- ❖ To check the MEP installations if as per approved shop drawings.
- ❖ To check the delivered materials are as per approved submittal.
- ❖ Raising (WIR) Work Inspection Request and (MIR)-Material Inspection Request for both material and installation to consultant and closing the comments.
- ❖ Responsible for all Inspections WIR's & MIR's at site both internal and official to get sign off with consultant & client.
- ❖ Responsible for all Inspections Snags, Defects and Site Notes at site both internal and official to get sign off with consultant & client.
- ❖ Resolve site coordination / technical problem together with project consultant and other involve trades.
- ❖ Carry out all planned site inspections as per the intervention points marked in the relevant ITP.
- ❖ Perform all daily inspection and test of the scope and character necessary to achieve the quality of construction
- ❖ Any outstanding items shall be verified prior to closing the WIR.
- ❖ All site inspection shall be carried out base on official Inspection and Test Request (WIR).
- ❖ Make sure that any activity offered for inspection has an approved shop drawing, Method Statement (MS), Quality Control Procedure (QCP) and Inspection Test Plan (ITP), and the latest revision of applicable document is available at point of use.
- ❖ Assist the Quality Manager in liaising with MEP Construction Team and other related organizations on issues relevant to quality of works.
- ❖ Preparation and follow up close out of NCR's and SOR's for the corrective actions.
- ❖ Responsible for all ATPs (Acceptance Test Protocol) to get sign off with consultant & client.
- ❖ To ensure better Quality Management System of MEP works at site.

2014 - 2015

BAHRIA TOWN ISLAMABAD

DESIGNATION: Sub Engineer Civil

DUTIES & RESPONSIBILITIES

- ❖ Interprets construction drawings and studies the contract documents and applicable standards or specifications prior to execution of any jobs. Manages directly and provide engineering and technical supports to all the civil work groups at site.

2012 - 2014

DTCE (Devolution Trust for Community Empowerment) Construction for Flood Effected Area Nowshera Pakistan

DESIGNATION: Sub Engineer Civil

DUTIES & RESPONSIBILITIES

- ❖ Inspect the installations of Hand Pumps & Streets as per the approved drawings, specifications, and approved materials and in accordance with the authority regulations.
- ❖ Raising Inspection and Test Report for the work done on site in accordance with the approved drawings and to brief the consultant about the work done during inspection.

EDUCATION

- 2013** Passed Computer (**Ms. Word, Excel & Auto CAD 3D**) @ Top Hill Computer Centre Takhti-e-Nasrati Karak KPK Pakistan.
- 2012** Passed **ICOM** @ Alama Iqbal Open University Islamabad Pakistan.
- 2011** Passed **D.A.E (Diploma of Associate Engineer) CIVIL** @ GOVT College of Technology Peshawar Pakistan
- 2008** Passed **SSC (Matric)** @ GOVT High School Takhti-e Nasratti Karak KPK Pakistan

LICENSE DETAILS

2016

- ❖ **License No:** 63585332
- ❖ **License Issue Date:** 19-07-2016
- ❖ **License Expiry Date:** 19-07-2026
- ❖ **Place Of Issue:** Dubai