

# CURRICULUM VITAE



**Mr. Sarfraz Arshad Javed**

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## POST APPLYING FOR

**“Site In charge”/ General Foreman/Project Coordinator/ Site Supervisor/” Civil Engineer”/ “HR Administrator”/ “Office Manager”**

## KEY SKILLS AND COMPETENCIES

- ❖ Extensive experience of planning, project management, design & client liaison.
- ❖ Experience of interpreting specifications and preparing technical proposals.
- ❖ Ability to multi-task in a demanding engineering environment.
- ❖ A strong track record in delivering projects on time and within budget.
- ❖ Able to ensure that all H&S procedures are met and maintained.
- ❖ Resolving complex technical issues and coming up with fast efficient solutions.
- ❖ Ability to assess the financial feasibility and impact of proposed budget items and also alternatives.
- ❖ Contribute in developing recommendations to improve HR Operational process.

## Duties And responsibilities

- Managing projects from conception, pre-production through to completion.
- Providing technical support to the project team and wider regional teams.
- Responsible for overseeing the review, initiation and execution of contracts.
- Responsible for bedding, price quoting for projects BOQ.
- Managing project budgets and keeping costs down.
- Overseeing the maintenance of projects after completion.
- Responsible for the completion of all documentation.

- **Producing Test Plans and reports.**
- **Prepare contract documentation for procurement services and materials.**
- **Evaluating tenders and providing recommendations.**
- **Carrying out effective client liaison for all projects undertaken.**
- **Liaising with customers on a regular basis to ensure the successful design and manufacture of products to agreed budgets and time frames.**

## EXPERIENCE

- ❖ 07 years' Work Experience as a **“Projects Manager ”** in EBCO company under Ministry of Education Kingdom of Saudi Arabia
- ❖ 05 years' work Experience as a **“Site Supervisor/Site In Charge ”** in Al Nassar Est Saudi Arabia
- ❖ 05 years' Work Experience as a **“General Foreman ”** in Development Method Constructions
- ❖ 02 Years' Work Experience as a **“HR Administrator”** in EBCO Company Saudi Arabia.

## OTHER CERTIFICATION

- ❖ 06 months certificate of **“Quality and Quantity ”**
- ❖ IOSH certification from **“GULF TEST SAFETY CONSULTANCIES ”**
- ❖ **Awarded from Saudi Aramco**
- ❖ **Awarded from Saudi Royal Commission**
- ❖ **Awarded from Ministry of Education Saudi Arabia**
- ❖ **Authorized seiner engineer from Ministry of education Saudi Arabia**
- ❖ **Approved and certified seiner project manager from Saudi Ministry of education**

## EDUCATION

### Qualification

- A. Bachelor in Civil Engineer
- B. Diploma in Office Management
- C. Diploma in Auto Cad
- D. Diploma in Surveyor

### Board/University

University of Eng. & Tech. Lahore Pak.

## LANGUAGES

	<i>Arabic</i>	<i>English</i>	<i>Local</i>
Writing	✓	✓	✓
Reading	✓	✓	✓
Speaking	✓	✓	✓
Listening	✓	✓	✓

## PERSONAL DATA

- **Father's Name** : **Arshad Javed**
- **Date of Birth** : **01-01-1974**
- **Passport #** : **AL1917523**
- **Cell #** : **0097156-8820224**
- **Marital Status** : **Married**
- **Nationality** : **Pakistani**
- **Religion** : **Islam**
- **Visa Status** : **Visit Visa (Three Months Expiry 03/01/2019)**

## Reference

- **Contact Numbers will be provided on demand.**
1. **Eng.Sadiq Tarouti (Building department manager Ministry Of Education )**
  2. **Richard o Goodrow (Constructions manager Saudi Royal Commission )**
  3. **Road S Cuenco ( Group Leader Engineering Medical unit Saudi Aramco Medical Services )**
  4. **Ali Shaker Al Ahnadi (CEO EBCO LTD. )**
  5. **Qamar Aftab (Akhtar Group of Companies) Dubai, UAE**

I hereby acknowledge that the above statement is true to the best of my knowledge and belief.

**Sarfraz Arshad Javed**