



Muhammad Ismail

Objective

Skilled laborer seeking to leverage acquired academic knowledge and work experience into a position at your construction company. Enthusiastic worker who is always willing to learn new skills and take on more responsibility. Possess an Associate's Degree in Building Construction Technology.

Personal Information

- **Father Name** : Muhammad Bashir
- **Date Of Birth** : 06-10-1993
- **CNIC** : 61101-7634212-1
- **Contact No** : 03369151675
- **Material Status** : Single
- **Address** : Baharia Town Phase 7 Rawalpindi
- **Email** : sheikhismail111@gmail.com

Work experience

Baharia Town PVT
Site Engineer

Nov 2014 — Aug 2018

Responsibilities :

- Managing parts of construction projects
- Overseeing building work
- Undertaking surveys
- Setting out sites
- Checking technical designs and drawings to ensure that they are followed correctly
- Supervising contracted staff
- Ensuring project packages meet agreed specifications, budgets and/or timescales
- Liaising with clients, subcontractors and other professional staff, especially quantity surveyors and the overall project manager
- Providing technical advice and solving problems on site
- Preparing site reports and filling in other paperwork
- Liaising with quantity surveyors about the ordering and the pricing of materials
- Ensuring that health and safety and sustainability policies and legislation are adhered to.

BIESP

Data Entry Operator

- Preparing and sorting documents for data entry
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted
- Resolving discrepancies in information and obtaining further information for incomplete documents
- Creating data backups as part of a contingency plan
- Responding to information requests from authorized members
- Testing new database systems and software updates

Qualifications

Diploma Of associate Engineering (Civil)
Lahore Technical Board
(2011-2014)

Matric :
Federal Board of Intermediate & Secondary Education
(2010)

Education

Autocad May 2017 — Aug 2017
Pakistan Institute Of computer Science

Microsoft Office May 2017 — Aug 2017
Pakistan Institute Of computer Science

Interests

Music , Cricket , Traveling

References

References available upon request.