



ARSHAD MEHMOOD

ID: 37405-4400263-1 **Work permit:** Pakistani **Nationality:** Pakistani

Date of birth: 7 Dec 1973 **Place of birth:** Rawalpindi, Pakistan **Gender:** Male

Phone number: (+92) 3005272935

Email address: arshadamehmood@gmail.com

Home: House No O-672/E-7, Muhallah Kartarpura, 44000 Rawalpindi (Pakistan)

ABOUT ME

Being a professional civil site supervisor, I am interested in continuing a successful carrier with a progressive company, and it will effectively utilize my experience and provide growth and stability. The company with resume will provide you with details to my ability and experience

EDUCATION AND TRAINING

1 Years Diploma of Civil Draughtsman

Technical Training Centre (T.T.C) Islamabad [5 Oct 1991 – 7 Sep 1992]

City: Islamabad | **Country:** Pakistan | **Website:** <https://www.facebook.com/TTC.Islamabad.ttcisb@gmail.com> |

Field(s) of study: Engineering, manufacturing and construction: ■ Engineering, manufacturing and construction not further defined | **Final grade:** B | **Level in EQF:** EQF level 3

Prepare detailed drawings for a residential unit including water supply, sanitary & electrification plans

Prepare detailed drawings of frame structure building also showing reinforcement details

Prepare detailed drawings of small industrial shed

Prepare detailed drawing of different civil works such as culvert, bridges, outlets overhead reservoir, water supply & sewerage scheme

Plan a small residence & draw detailed plan

Prepare detailed estimate of residential units

Prepare detailed estimates of roads and culverts

Prepare material statement and rate analysis for different items of civil works

Diploma of Surveyor

New Pak Technical Training Center Rawalpindi [1 Jun 1990 – 31 Dec 1990]

City: Rawalpindi | **Country:** Pakistan | **Website:** <https://newpak.edu.pk/> | **Level in EQF:** EQF level 2

SSC Degree

Private School [1 May 1989 – 15 Jul 1990]

City: Rawalpindi | **Country:** Pakistan | **Website:** <https://www.biserawalpindi.edu.pk/> | **Level in EQF:** EQF level 3

WORK EXPERIENCE

 *Global Surveyors & Engineers – Rawalpindi, Pakistan*

City: Rawalpindi | **Country:** Pakistan

Civil Supervisor

[1 Jan 1993 – 18 Dec 1998]

- Oversee and manage the construction process, including coordinating and directing workers, subcontractors, and suppliers
- Ensure projects are completed on time, within budget, and to the required quality standards
- Enforce safety regulations and building codes, and conduct regular inspections to identify potential hazards or violations
- Manage and resolve conflicts between parties involved in the project
- Maintain accurate records of progress, costs, and quality control measures
- Communicate effectively with clients, contractors, and other stakeholders to ensure project expectations are met
- Identify and address any issues or problems that arise during the construction process
- Ensure all works are carried out in accordance with approved plans, specifications, and permits
- Manage the allocation of resources, including labor, materials, and equipment

 **U.C.C Private Limited – Islamabad, Pakistan**

City: Islamabad | **Country:** Pakistan

Civil Site Supervisor

[8 Apr 2003 – 15 Dec 2008]

- Managing construction personnel and delegating tasks to meet deadlines
- Performing regular inspections of the construction site
- Identifying potential safety hazards and managing them accordingly
- Ensuring all personnel comply with health and safety practices, such as wearing the appropriate protective equipment
- Organising work schedules
- Checking work techniques are correct and safe
- Managing orders and deliveries of building materials
- Assisting project managers with planning work activities
- Completing site reports and other records
- Attending site management meetings

 **U.C.C Private Limited – Islamabad, Pakistan**

City: Islamabad | **Country:** Pakistan

National Construction Manager

[25 Dec 2008 – 30 Apr 2023]

- Checking, verifying and conducting Inspections of all civil and Building construction activities including Incoming Materials Receiving inspections according and compliance to the relevant Standards, Procedures and Specifications
- Deep knowledge of Building survey all types of building (single or high-rise buildings) to manage Sequence of work As per Drawings, Site Visits and Resolution of on-site issues.
- Form work, Steel work, Masonry work, Plaster work Plumbing Work / sanitary work, Electrical Conducting work Steel binding as per drawings.
- Paint, tiles work, Doors,kitchen cabinet etc.
- Layouts, Grid, Section,Elevation, Footing, columns,beams, off set, Measuring distances and angle.
- Layouts & level maintaining in Excavation basements,Plinth level floor sill, stairs, Lifts , door Lintil and roof, finishinglike Tiles work stone and different design.
- Earth works for equipment's foundations.
- Sewerage lines with man holes construction as per drawings.
- Construction of Drain line and culverts parallelwith road.
- Road work prepared Sub grade, sub base, base and Surface course.
- RCC road work checks the steels and concrete activity.
- Proper check the concrete activity.
- Preparing of bar bending scheduling.
- Preparing of contractors bills.
- Preparation of RFI after verification of work by doing internal inspection at site.

- To instruct and coordinate closely with contractor for the implementation of quality assurance, Plan, procedures, standards.
- Substation Building inspection for Earth work /Excavation and site and grade preparation.
- Formwork, Rebar's of Raft and column foundation Substation.
- Termite, Water proofing & Concrete Screed for Substation.
- Transmission Line towers piling and concrete.
- Check the piling depth & bar bending schedule.
- Transmission Line towers erection.
- Manage the team of fabricators and completion the tower on urgent basis.
- Completion the GSM tower above 1250. § attending weekly meeting with client.
- Follow-up all outstanding test reports.
- Conducting Quality Toolbox for skilled and unskilled workers prior to starting any activity.
- Attending site Walk through with construction people.
- Conducting site Surveillance inspection.
- Attending Batching Plant Inspection with client.
- Co-coordinating with Site Managers & Engineers for the on going work.

 **ARC Gopal (PVT) LTD – Islamabad, Pakistan**

City: Islamabad | **Country:** Pakistan

Civil work Manager

[10 May 2023 – Current]

- Overseeing the logistical requirements of a project
- Delegating work to colleagues within your team
- Meeting regularly with clients, third parties and other managers to report on progress
- Setting targets, objectives and responsibilities for all supervised staff
- Regularly reviewing timings, budget, labour, risk and project plans to ensure work stays on track
- Setting and agreeing budgets
- Conducting site visits to inspect work, check materials and ensure staff are following health and safety guidelines
- Dealing with contracts and mitigating the impact of any issues
- Ensuring the delivery of high-quality work within contract timescales
- Working in an office and on a construction site

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B1 **READING** B1 **SPOKEN PRODUCTION** A2

SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Office / Microsoft Word / Microsoft Excel / Skype / Social Media / Google Drive / Outlook / Zoom

DRIVING LICENCE

Driving Licence: AM

Driving Licence: B

PROJECTS

[5 Apr 2006 – 10 Aug 2023]

**Telecom GSM Expansion Projects with Siemens-Nortel Networks-ZTE-Huawei Technologies Pakistan-
Ericssons-Warid-Ufone-Nokia Siemens Network-PTCL**

Formwork, Rebar's of Raft and column foundation Substation.

Termite, Water proofing & Concrete Screed for Substation.

Transmission Line towers pilingand concrete.

Check the piling depth & bar bendingschedule.

Transmission Line towers erection.

Manage the team of fabricators and completion the tower on urgent basis.

Completion the GSM tower above 1250. § attending weekly meeting with client.

Follow-up all outstanding test reports.

NETWORKS AND MEMBERSHIPS

[20 Feb 2023 – 22 Feb 2023] Islamabad

Vintage International Management System Consultant and Trainers

Successfully Completed ISO Certification Course including (ISO9001:2008).(ISO14001:2004) & OHSAS 18001:2007