

JUNAID JAFFAR

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GENERAL INFORMATION

OBJECTIVE	To Work for a dynamic & professional organization where I may allegedly live out my academic & professional competence as learned through specialized research based studies & foreign market experience.
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ACADEMIC QAULIFICATION

2005 To 2008	<ul style="list-style-type: none">Diploma of Associate Engineer (CIVIL) Rawalpindi Swedish Institute of Technology
2003	<ul style="list-style-type: none">Matriculation Rawalpindi Secondary Board

COMPUTER & OTHER SKILLS

Proficient In	<ul style="list-style-type: none">Command on (MS Word, MS Excel)Short Diploma in AutoCAD (2004)Expert in AutoCAD 2015 (2D)Short Diploma in TOTAL STATION
Doka Training	Attended Doka training program for “ <i>Operation Instructions & Safety Implementation For DOKA formwork Systems</i> ”

KEY SKILLS

	<ul style="list-style-type: none">Strong Interpersonal Communication skillsNegotiations & relationship building skillsExpert in internet surfing & gaining informationPlanning Abilities, Responsible, Devoted and Dedicated, ready to take initiative & enthusiastic to achieve versatile rationales.
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WORK EXPERIENCE

Mar 2019 To Jun 2019	Employer : Jaffar Builders (PVT) Ltd. Position Held : Contractor Project : Demolishing & Const. of 4 Marla House in Rawalpindi
Nov 2018 To Jan 2019	Project : Const. of Sitting Area & Hall of Diva Restaurant Bahria Ph – 7

<p>Sep 2017 To Oct 2018</p>	<p>Project : Const. of Farm House (Pakistan Naval Farms Islamabad)</p> <ul style="list-style-type: none"> • To Provide all the Material & Labour which are required according to work. • To Layout & Leveling. • Maintenance of Equipments & Machines. • To discuss about work with owner & Architect. • Receiving the site comments from department and rectifying. • Solving the site and labour issues. • Making details for Bills of Labour. • Maintain DayBook & Progress Sheet.
<p>Nov 2013 To June 2017</p>	<p>Employer : Saudi Bin Ladin Group (SBG – ABCD) Position Held : QA/QC Engineer Project : THE PROJECT OF THE CUSTODIAN OF TWO HOLY MOSQUES KING ABDULLAH BIN ABD-AZIZ FOR MATAF EXTENSION</p> <ul style="list-style-type: none"> • To look after all the QA/QC activities at site. • To attend the site meetings and keep information to QA/QC manager if any guidance required. • To prepare quality reports according to check list to make sure everything is according to specification. • To prepare (RFI) request for inspection of work for each & every activity Carried out at site. • Raising New IR's with all details of Design Drawings and Shop Drawings. • Coordination with the Site Engineers, taking daily Programs against the work. • To keep all the inspection records with proper way. • To check the work before coordinating with consultants. • Receiving the Site Daily comments from consultant and sending on site. • Preparing daily site work report.
<p>Nov 2012 To Nov 2013</p>	<p>Employer : M/S R & S Construction Co. (PVT) Position Held: Sub Contractor Project : 6 x Houses (RDI Housing Scheme Askari - XIV)</p>

	<ul style="list-style-type: none"> • Layouts according the Approved Drawings. • Leveling, handling Staff and Labours. • Submission of all Material Demands and Lab Test Reports. • Billing, Purchasing. • Monitoring daily, weekly and monthly labour, equipment and material. • Providing all the machinery against the construction work. • Directly involved in site inspections, material testing and field support. • Coordination with the Department QA/QC Team to check the work and allow for casting. • Taking Material for Testing in Labs. • Attended site meetings with the contractor representation and local stake holders to discuss site problems and implemented ways to resolve standing issues.
<p>July 2009 To Aug 2012</p>	<p>Employer : M/S Quality Constructor (PVT) Position Held : Site Engineer Project : 2 x Bachelor Staff Living Buildings (SPD) Atomic Energy (Chakri)</p> <ul style="list-style-type: none"> • Layouts & Leveling. • Monitored and coordinated the construction activities according to Drawings and specification. • Monitoring daily , weekly and monthly labour, equipment, material and sub trade costs. • Making details for Billing. • Coordination with the Department SDO's and supervisors against the Drawings Issues. • Meeting with the contractor to discuss site issues. • Maintaining the site daily progress.
<p>Feb 2008 To May 2009</p>	<p>Employer : M/S Shahid Mehboob & Co. Ltd Position Held: Sub Engineer Project : 24 x Houses (RDI Housing Scheme Askari - XIV)</p> <ul style="list-style-type: none"> • Leveling, Layouts. • Following the Site instructions. • Meetings with the contractor. • Reading Drawings. • Receiving the site comments from department and rectifying.

	<ul style="list-style-type: none"> • Solving the site and labour issues. • Monitoring daily labour, equipment and material.
PERSONAL	
Date of Birth And Related to	<ul style="list-style-type: none"> • Pakistan : 3rd Nov. 1987 • Father N : Jaffar Manzoor • Religion : Islam • M-status : Married • License : Saudi Arabia & Pakistan
LANGUAGES	
	<ul style="list-style-type: none"> • Arabic • English • Urdu • Punjabi • Saraeki- local language