

# Muhammad Ishtiaq Mushtaq

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Address: Kotli Azad Kashmir Pakistan



## Career Objective:

Objective the pursuing a carrier which utilize my experience as Civil Engineer and provide me with an opportunity to excel in professional and I would take exciting & challenging Job which would enhance my professional skills.

## Work Experience

### Public Works Departments

#### Assistant Civil Engineer

**Kotli Azad Kashmir, Pakistan  
Period- Sep, 2019 to August 2020**

## Job Responsibilities

- Prepares reports of work accomplished and project status. Prepares project documents, monitors and complies with bidding procedures. Assists in the selection of engineering consultants.
- Consult the drawings and direct the contractors to follow the drawings.
- Conducts construction inspections, reviews contractor pay requests, and evaluates construction change orders. Assists in the oversight and management of ADA ramp, sidewalk, and curb and gutter replacement programs.
- Assists and consults with other departments regarding engineering requirements on site development, transportation and storm drainage.
- Estimate quantities and cost of materials, equipment, or labor to determine project feasibility.
- Prepare or present public reports, such as bid proposals, deeds, environmental impact statements, and property and right-of-way descriptions.
- Test soils and materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel.
- Provide technical advice regarding design, construction, or program modifications and structural repairs to industrial and managerial personnel.
- Direct construction, operations, and maintenance activities at project site.
- Direct or participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.
- Plan, hold and record regular meetings on site with the site personnel: such as Coordination meeting and Planning meetings.
- Responsible for all closeout requirements transmittals and approvals for complete project.
- Ensure site safety.

**Internee Responsibilities**

- Determination of discharge through current meter.
- Determination of mean depth.
- Determination of mean Velocity.
- Collection of sample for chemical testing.

**Qualification**

<b>Examination</b>	<b>Institution/University</b>	<b>Year</b>
<b>Bachelor (Civil Engineering)</b>	Mirpur University Of Science And Technology (MUST)Ajk,Pakistan	2019

**Skills**

**Professional Skills**

- Excellent problem solving and analytical skills.
- Efficient management and organizational skills.
- Good communication skills.
- Ability to work under pressures.
- Work in deadlines.
- Creative & Innovative.
- Positive Attitude.

**Technical skills**

- Proficient in MS office (MS Excel, MS Word, PowerPoint, etc.
- AutoCAD(2D)

**Certificate**

- PEC (Pakistan Engineering Council) Membership No - PEC/Civil/55864

**Personal dossier**

Passport No : GJ0841371  
Marital Status : Single  
Nationality : Pakistan  
Language : English, Urdu

**Reference**

Will be provided on demand.