Qutubuddin Ahmed,
Mobile: +971-50 2898 401,
E-mail:ahmed_qaqc@yahoo.com

Dated:

Dear Sir,

It is with great enthusiasm I enclose my resume for your kind reference. I am exploring the opportunity of working as QA/QC Engineer in your esteem organization.

Review of my credentials will confirm that I am capable of serving as the catalyst for achieving quality objectives through effective contributions. I possess over ***9 years'*** *of experience in Quality Assurance and Quality Control, Project Management, Co-ordination, Technical Support and Team Building.*

I am presently associated with UNITED SEVEN CONSTRUCITONS (PART OF SAIF AND RASID AL-GHURAIR GROUP) DUBAI ***as Management Representative and Sr.QA Engineer.***

I understand that working for your organization requires a candidate who is team oriented and is able to deal with people in various departments. I am confident that I possess these skills, which will help me to perform the job efficiently and effectively.

My goal is to transit my enthusiasm, creativity & experience into a position, where I continue to provide technical support and coordination with tactical leadership skills to work flow in order to achieve both, the target competition of the project and exceed customer's quality expectations. I am certain that my presence in your team will prove to be beneficial to your organization. As such, I would welcome an opportunity to speak with you to evaluate your needs & share my ideas.

Thanking you.

Sincerely,

Qutubuddin Ahmed

Enclosed: Resume

Qutubuddin Ahmed

Mobile: 00971-50-2898-401
E-mail: ahmed_qaqc@yahoo.com

PRECIS:

- A result driven Civil Engineering Professional with combined experience of **9 years** as MR, QA/QC Engineer & technical coordinator for different construction projects which includes Industrial buildings, Shopping malls, Residential towers, Row-housing and independent villas in UAE and INDIA.
- An engineer dedicated to implementation and monitoring of company's Quality Management system and safe working practice.
- Comprehensive understanding of International Building codes and standards. Flair to keep abreast and adopt the changing requirements.
- Holds proficiency in Preparing and reviewing work Quality Manual, work procedures, Project quality plans and method statements for compliance with good work practices and customer's contract specifications.
- A team player and an exemplary communicator with the ability to liaise with personnel at all levels.

Employment History:

Employer : United Seven Constructions L.L.C.
Organization type : Civil Engineering Contractors.
Work duration : April 2009 to present.
Designation : Management Representative & Sr. QA Engineer.
Project description : All company projects.

Job responsibilities:

- The preparation of the companies QA manual and Quality procedures, control and supervision of all amendments and revisions.
- Control and the distribution of all the companies' quality documentation.
- Monitor all quality related activities on the projects.
- Perform all internal and external audits on behalf of the company's management.
- Verify contractor quality requirements are specified to vendors and contractor documentation submittals.
- Attend client quality management meetings.
- The preparation and control of project quality system management documentation prior to project commencement.
- Review quality inspection personnel qualifications and training requirements.
- Monitor the disposition of all issued nonconformance reports.
- Monitor the progress and effectiveness of the project quality management system.
- Recommend and implement improvements when required.
- Coordinate all QA/QC activities with the site Project Manager / QC engineer.
- Coordinate all quality related correspondence with the customer's representatives.
- Monitor statistical method reporting.
- Action and close all customer complaints.
- Control all achieves documentation upon the completion of the project.

Employer : CDG Fze (Construction Delivery Group).
Organization type : Project Management & Operation and Maintenance.
Work duration : September 2007 to March 2009.
Designation : Clouse-out Quality Engineer.
Project description : Commissioning and handing over of 1380 luxury residential villas at The Plam-Jumeirah, Dubai.

Job responsibilities:

- Pre-inspecting the villas for final building completion inspections with the government authorities (Fire, EHS & Civil Engineering departments).
- Identify problems or defects on site; bring to the managers attention in a timely manner and provide suggested solutions.
- Liase with the Contractors/sub-contractors on site to assure that the problems and defects are rectified and cleared in time.
- Coordinate with project consultants for the application of building completion inspections.
- Assist the government authorities in site inspections.
- Ensures all quality records, certificates, drawings and the documentation for specific systems and buildings/areas are prepared and collated in accordance with project requirements.
- Ensure all documentation such as As-build drawings and Guarantees and Warranties certificates is complied, competed and approved for hand over.
- Snagging the villas and preparing relevant reports.
- Perform field assignments as required to complete given project tasks.
- Ensure the safety is adhered to at site.

Employer : KHANSAHEB CIVIL ENGINEERING L.L.C.
Organization type : Civil Engineering Contractors.
Work duration : November 2005 to August 2007.
Designation : QA/QC Engineer.
Projects summery : **1.** The Four Seasons- Al Badia Golf Clubhouse and Academy building at Dubai Festival City, Dubai.
2. Hillside housing Residential towers at Dubai Festival City, Dubai.
3. BakerHughes Regional Headquarters at Dubai Techno Park, Dubai.

Job responsibilities:

- Responsible for preparing and implementation and monitoring of Quality assurance plans, site Documentation process and procedure.
- Coordinate with the Project Manager/Construction Manager on all quality issues.
- Complete and coordinate the approval of the sites QC technical submittals to the consultants/Clients.
- Distribute relevant QA/QC documentation to site engineers and subcontractors.
- Assure all technical documents relative to site quality control are current status.
- Prepare and monitor material schedule for all materials at site.
- Elaborating inspection and test programs and making method statement for the works to be done.
- Inspections for internal and external works such as (Special Plasters, Glass works, Stone floorings and Cladding, Timber paneling and flooring, All types of Ceilings and partitions, Metal works, Curtain walls, Aluminum Sheeting, Landscaping etc.)
- Coordinate with the third party laboratory for all required tests on site.
- Verify that the quality related site activities are in accordance with the applicable codes and standards.

- Participate in internal and external site audits.
- Prepare internal nonconformance reports.
- Control all external nonconformance reports and undertake remedial action.
- Coordinate and arrange weekly/monthly Quality meetings with subcontractors.
- Ensure the safety is adhered to at site.
- Increase employee awareness of the quality management system through informal discussions

Employer **:** Al-Hamed Development & Construction L.L.C.
Organization type **:** Civil Engineering Developers and Contractors.
Work duration **:** November 2004 to October 2005.
Designation **:** Jr.Quality Control Engineer.
Project description : Construction of 230 luxury villas called Signature homes at The Plam-Jumeirah, Dubai.

Job responsibilities:

- Witnessing and sentencing of all site inspections within their disciplines.
- Coordinate all site inspections with the site subcontractors.
- Ensure that all inspection reports are accurate and that all attached documents are current status.
- Ensure all work is correctly prepared prior to any inspection being undertaken.
- Review all inspection reports for compliance.
- Assist the site QC manager in maintaining and controlling the Project quality system.
- Coordinate with the customers site inspectors for the resolution of site problems.
- Coordinate with the site subcontractors to ensure that communications exist and are maintained.
- Attend the weekly QC meetings.
- The issuance of nonconformance reports in conjunction with the site QC manager.
- The completion of QC site instructions and coordinate their closure the review of inspection test packages during the course of construction activities.
- Compliance with the site's health and safety regulations.

Employer **:** Arc-inc Approaches.
Organization type **:** Architecture & Design Consultants.
Work duration **:** Sep 2001 to Aug 2004.
Designation **:** Sites Coordinator / Inspector.
Project description : Worked on different construction projects in Hyderabad, INDIA.

Job responsibilities:

- Attending preliminary meetings with clients and preparing conceptual plans.
- Preparing detailed designs, drawings and estimates.
- Coordinate with the contractors for the resolution of design related problems.
- Coordinate with client and contractor to ensure that communications exist and are maintained.
- Maintain computer logs and files for all drawings and project related documents.
- Liase with the discipline engineers on site to assure that the latest and approved revisions of the drawings are being implemented and used for constructions.
- Checking the accuracy and quality of work at site with random inspections.

Academic Qualifications:

- P.G.D.P.M (Post Graduate Diploma in Project Management) *in progress* from I.C.F.A.I, Dubai, U.A.E.
- D.C.E (Diploma in Civil Engineering) from State Board of Technical Education and Training, Hyderabad, India. In the year 2001.
- Intermediate (Roads & Building Construction) from Board of Intermediate, Hyderabad, India. In the year 1999.

Membership and Certifications:

- OSHA Certified trainer (OSHA-500) Occupational Health and Safety standards for construction industry.
- National Association of Safety professionals (NASP, USA), Professional diploma course in Workplace Safety.
- National Association of safety professional (NASP, USA) professional certification in work place risk assessment.

Computer Proficiency:

Software packages : AutoCAD, Steelpac and Primavera Contracts Manager.
Multimedia tools : MS-Office.
Operating Systems : Windows (98, 2000 and XP).

Languages:

- Excellent written and verbal skills in English, Hindi and Urdu.

Personal Profile:

Nationality : INDIAN.
Date of birth : 20th March 1981.
Marital Status : Married.
Driving license : 1218668-Valid UAE driving License.
Personal E-mail : ahmed_qaqc@yahoo.com
Address (In UAE) : Rashidya towers, Flat no: 805, Ajman, UAE.

(Qutubuddin Ahmed)

--End of Resume--