



# ATTAULLAH KARIMZAI

CIVIL ENGINEER

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 Kunduz – Afghanistan

 Karimzai7@gmail.com

 COVER LETTER

Dear Manager ,

**To : UNHCR**

**Subject : Shelter Associate (Regional Focal Point – Shelter/NFI Cluster), Re-advertisement**

I would like to bring my strong design experience and project management abilities to your company in the ([Shelter Associate \(Regional Focal Point\)](#)) position you are currently advertising. Though my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills. You desire a candidate who is experienced in a wide range of civil engineering projects with a demonstrated track record of successful leadership and design excellence. I am the candidate you need. I offer 8 years' experience in the field, with the last 8 in Site Engineer , Construction Engineer and Site Supervisor Engineer roles. My extensive project list includes Asphalt road , bridges, gravel road , concrete road , building and other high-value construction and maintenance projects. My resourcefulness, eye for detail, and analytical abilities have been very important to my success, and I am confident they would make me a strong asset to your team. I have a solid design, leadership, and project history, and I will use this solid background to support and enhance your needs and objectives on future civil engineering projects. I am convinced that I am particularly well suited to meet the challenges of this position and to provide top performance in support of your company and client needs. I thank you for your consideration

Sincerely,

Attaullah karimzai

**Best regards,**



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### PERSONAL INFORMATION

- F/Name : Abdul Karim
- Date of birth : 01/01/1992
- Nationality : Afghan
- N.I.C. No. : 309322
- Religion : Islam
- Gender : Male
- Marital Status : Married
- Address : Kunduz- Center



### EDUCATION

- Bachelor Degree in Civil Engineering from Dawat University Kabul- Afghanistan from (2011- 2014)
- Master Degree in Management of road and Rail way in Tajik Technical university Dushanbe – Tajikistan from (2021 in Progress )



### OUR EXPERIENCES

#### ❖ Construction Engineer

- Worked as a Construction Engineer with (MNCC) Matiullah Niazi Construction Company Kabul – Afghanistan

**(01<sup>th</sup> -January -2014 – 01<sup>th</sup> -May- 2014)**

#### Responsibilities:

- Managing the planning and design stages of construction projects.
- Contributing technical expertise to project drawings and designs.
- Performing cost calculations and preparing financial projections.
- Preparing work schedules in collaboration with the project manager.
- Liaising between contractors, subcontractors, vendors, and suppliers.
- Overseeing construction engineering processes.
- Performing regular tests on materials and procedures to ensure compliance with industry regulations.
- Ensuring that the construction project is completed on time and within budget.
- Documenting processes and keeping detailed construction logs.
- Presenting construction project progress updates to clients and senior managers.

### ❖ **Site Engineer**

- Worked as a Site Engineer with (AREA) Agency for rehabilitation & energy conservation in Afghanistan

**(01<sup>th</sup> -May -2014 – 30<sup>th</sup> -Jan- 2016)**

### **Responsibilities:**

- setting out, leveling and surveying the site.
- checking plans, drawings and quantities for accuracy of calculations.
- ensuring that all materials used and work performed are as per specifications.
- overseeing the selection and requisition of materials and plant.
- Resolving technical issues with employer's representatives, suppliers, subcontractors and statutory authorities
- Quality control in accordance with IS/procedures method statements, quality plans and inspection and test plans, all prepared by the project management team and by subcontractors.
- Supervising and counselling junior or trainee engineers.
- liaising with the local authority (where appropriate to the project) to ensure compliance with local construction regulations and by-laws.
- day-to-day management of the site, including supervising and monitoring the site labor force and the work of any subcontractors.
- planning the work and efficiently organizing the plant and site facilities in order to meet agreed deadlines.
- overseeing quality control and health and safety matters on site;
- preparing reports as required.
- resolving any unexpected technical difficulties and other problems that may arise.

### ❖ **Site Engineer**

- Worked as a Site Engineer with (MBCC) Merji Baba Construction Company Kabul – Afghanistan

**(01<sup>th</sup> -Feb- 2016 - 30<sup>th</sup> -May- 2016)**

### **Responsibilities:**

- A good understanding and demonstrative experience of civil engineering techniques relating to civil infrastructure works, including setting out and supervision of construction
- Helping to manage the project in a fast-paced and demanding environment
- Assisting with cost tracking & financial reporting on your section of works
- Build relationships with sub-contractors
- Planning and coordinating onsite construction activities
- Ensuring OH&S procedures are implemented at all times
- You will be responsible for supervision of works and managing specialist sub-contractors
- Completing Quality Assurance
- Working with supervisors to ensure safety compliance and the creation of a safe working environment
- Maintain daily site records

## ❖ Site Supervisor Engineer

Worked as Site Supervisor Engineer with (NRAP/MRRD) National Rural Access Program /Ministry of Rural Rehabilitation & Development in Northeast Region Kunduz – Afghanistan

(01<sup>th</sup> Nov- 2016 – 30 Dec -2020

### Duties and Responsibilities:

#### ❖ General

- Reporting to and taking direction from Provincial Engineer
- Inspecting Contractors daily construction activities
- Taking daily construction progress photographs and arranging with Engineer/Field engineer /PM to keep a copy in site
- Spending approximately 75% time in the field each week
- Maintaining a daily diary Complete each day
- Prepare Daily reports on standard format and forward to field Engineer /Provincial Engineer for information on a daily basis

#### ❖ Drawing Records:

- Maintain Up-to-date copies of all current drawings and specifications on site
- Maintain separate file of superseded drawings and specification

#### ❖ Technical Duties :

- Supervise demolition , Clearing ,Grubbing and removal of topsoil
- Supervise excavation operations
- Supervise foundation excavations
- Supervise placement of embankment material and backfill where required to correct elevation and width , Reject unsuitable materials
- Supervise compaction progress . if requested by the Provincial Engineer record number of passes over each portion of alignment
- Provide samples as necessary to laboratory for material control tests
- Supervise installation and construction of all culverts ,Pipes , Drains and other miscellaneous minor structural items.
- Supervise Placement of reinforcing rods(Size , Spacing , Cover, Hooks and Condition ) and Placement of all formwork.
- Supervise on -site mixing and placing of Concrete . oversight the slump test . ensure cubes and correctly stored and subsequently taken for crushing tests .
- Check Source of aggregate materials : Sand Samples to laboratory.
- Supervise spreading and compaction of sub -base and aggregate base courses.
- Check on sources of material used at bituminous plant , Send sample to laboratory .
- Supervise placing and compaction of asphalt Surfacing works.
- Supervise and inspect any other works of operations as directed by engineer in charge .
- Submit daily reports to engineer in charge and keep personal diary
- Daily oversight of contract environment , Health , Social and Safety requirement

#### ❖ Quality Control :

- Record any are fo non-compliance with specification requirements and notify th engineer in charge
- Coordinating with engineer in charge to arrange materials testing through materials Engineer when work schedule requires.

#### ❖ Environmental , Social , Health and Safety :

- Undertake daily environmental , Social , Health and safety inspection and complete record form on daily basis
- Forward completed ESH&S form to Engineer in Charge on a daily basis

#### ❖ **Payment Certificates :**

- Provide details of measured work item completed to Field Engineer / Provincial Engineer on a monthly basis for each Bill of Quantity item.
- Undertake joint measurement with contractors field staff of work completed to 25<sup>th</sup> of each month and jointly sign measurement sheets.
- Keep up-to-date records of all Quantities agreed to date for each BOQ item Schedule :
- When requested . provide information on contractor program and reports to engineer in charge

#### ❖ **Meetings :**

- Keep written records of all conversations with contractors personal with CC to engineer in charge

#### ❖ **Design – As – Built :**

- Notify engineer in charge of any changes to construction details for as built purposes.
- Maintain as separate set of drawings with design and fiel change information

### ❖ **Site Supervisor Engineer**

Worked as Site Supervisor Engineer with (NRAP/MoPW) National Rural Access Program /Ministry of Public Works in Northeast Region Kunduz – Afghanistan

**(01<sup>th</sup> Jan- 2021 – 30 August 2021)**

#### **Duties and Responsibilities:**

##### ❖ **General:**

- Reporting to and taking direction to the Regional Senior Engineer
- Supporting the regional team to ensure specifications compliance, including social and environmental compliance.
- Inspecting Contractor's daily construction activities
- Spending at least approximately 50% time in the field
- Maintaining a separate Daily diary each contract completed each day.
- Additional duties as directed by the PM

##### ❖ **Technical Duties:**

- Supervise Demolition, Clearing, Grubbing and removal of topsoil
- Supervise foundation and other excavation operations
- Supervise placement of embankment material and backfill where required to correct elevation and width ,reject unsuitable material
- Supervise Compaction progress . Record number of passes over each portion of the alignment
- Provide samples as necessary to laboratory for material control tests .
- Supervise installation and construction of all culverts , Pipes , Drains and other miscellaneous minor structural items
- Supervise placement of reinforcing rods ( Size , Spacing , Cover , Hooks and Condition ) and placement of all formwork
- Supervise on site mixing and placing of concrete , oversight the slump test , ensure cubes are correctly stored and subsequently taken for crushing tests
- Check source of aggregate materials , Sand samples to laboratory
- Supervise spreading and compaction of sub base and aggregate base course
- Check on source of material used at bituminous plant , send samples to laboratory
- Supervise and inspect any other works according the specification of the projects
- Submit daily reports to regional senior engineer and keep personal diary
- Ensure that the projects Environmental and Social management framework (ESMF) and Social inclusion procedures are well understood by the key counterparts responsible for sub-project implementation
- Support the regional ESM team in order to conduct environmental and social screening surveys and provided all relevant environmental and social mitigations requirement for preparation of technical document
- Daily oversight of contract environment , Social , Health and Safety requirements

**❖ Reports :**

- Reviewing contractors progress and preparing weekly and monthly progress reports using a standard forms

**❖ Drawings :**

- Maintains up to date drawing register of all drawing issued to contractor
- Reviews contractors working drawing , Forwards recommendation to regional senior engineer either for acceptance .

**❖ Quality Control :**

- Recording any area of non-compliance with specification requirements and notify the Regional Senior Engineer

**❖ Payments :**

- Undertake joints measurement with contractors field staff of work completed each month and jointly sign measurement sheets
- Make sure that measurement are as per the design standards and approved drawings
- Keep up-to -date records of all quantities agreed to date for each BOQ item
- Check and verify contractors monthly interim payment certificates , based on joint measurement sheets signed off by him and the contractor .
- Forward the draft payment certificate to the Regional Senior Engineer for further process

**❖ Cost Control :**

- Prepare monthly expending forecasts and a draft final cost Estimate to establish the estimated final contract price , Including all known quantities , variations and claims , and submit to Regional Senior engineer

**❖ Work plan :**

- Reviews contractors work plan and ensure that it is updated as necessary
- Report and slippage from work plan to regional PM

**❖ Meeting :**

- Attends all meetings with the contractors and prepare draft notes of all meeting Minute agreed action and dates .
- Keep written records of all conversation with contractors personnel , with cc to regional senior engineer .

**❖ As- Built Drawings :**

- Notify any changes to constructions details for as-built purpose
- Maintain a separate set of drawings with design and field change information
- Periodically inspects contractors as-built records during construction to ensure that records are being kept up-to -date

**❖ Monitoring and progress controls :**

- Ensure implementation of sub-projects within time , allocated costs and specified quality
- Ensure implementation of Environmental Management Measures (EMM)/(ESMP) Environmental and Social Management plan (ESMP) and SIF as per Schedules
- Support the regional team In order to monitor the progress in the implementation of mitigation measures and best environmental management practices and identified in (ESMP)



## TECHNICAL SKILLS

- Internet
- MS Office
- Hardware & Networking
- Auto Cad (2D & 3D)
- Architecture Revit
- Archi Cad
- Civil 3D
- Autodesk 3D Max
- SAP
- SAFE
- ETABS
- STAAD Pro
- Ms Project
- Oracle Primavera P6



## SURVEY SKILLS

- Level Machine
- Total Station
- GPS ( Global Position System )
- Quantity Survey



## LANGUAGES

Native language: Pashto

## LANGUAGE ABILITY

Language	Reading	Writing	Speaking
Pashto	✓	✓	✓
English	✓	✓	✓
DARI (PERSIAN)	✓	✓	✓



## PERSONAL SKILLS

- ✓ Critical thinking and problem solving.
- ✓ Teamwork and collaboration.
- ✓ Professionalism and strong work ethic.
- ✓ Oral and written communications skills.
- ✓ Leadership.

- Project Management Training From **(07<sup>th</sup> -July- 2015 - 29<sup>th</sup> -July- 2015)- USAID**
- Quality Control Training program on Conducting construction Material Quality Test “Soil, Aggregate, Cement, Concrete, Bitumen, Asphalt & Steel “From **(06<sup>th</sup> -March - 2018 - 20<sup>th</sup> -March- 2018)- In NRAP/ MRRD**

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