



ATTAULLAH KARIMZAI

CIVIL ENGINEER

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Kunduz – Afghanistan



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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,



ATTAULLAH KARIMZAI

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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 : Married
- Status
- 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

(01th -January -2014 – 01th -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

(01th -May -2014 – 30th -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

(01th -Feb- 2016 - 30th -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

(01th 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 25th 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 field 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

(01th 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 ensue 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.

TRAININGS

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

REFERENCES

Khoshal Sadat : Admin/Finance officer at Northeast Region NRAP/MoPW
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