**R E S U M E**

**Mr. SADAF REHMAN (Senior QA/QC Civil Engineer)**

**Lead Auditor course ISO 9001- 2008 (Quality Management System) Contact:** +966-536037491[**Email:** sadaf130@gmail.com](mailto:Email:%20sadaf130@gmail.com) **Skyp**e: sadaf130

**Total Experience**

**15 years** Gulf experience in villas, Palaces, high-rise towers commercial and residential buildings, community Centre, Mosque, pilling work, bridge, finishing work, steel structures, welding NDT tests, MPI, UT, Painting work etc. I am Registered with IRCA as Lead Auditor for ISO 9001-2008 QMS. I am registered with Saudi engineering council and Pakistan engineering council also .I have good knowledge of implementation of QMS, standards and specifications, Pre Qualifications, Quality Manuals, PQP, ITP, Method statements ,procurement documents etc. I always try to work hard on projects to enhance my abilities in the field of Quality Assurance and Quality Control, inspections, Project management and Supervision.

**September 2018-present:**

**Saudi Diyar Consultant Saudi Arabia**

**Senior QA/QC Engineer**

Renovation and Upgrading of **AL Yamamah Palace** Riyadh

**Responsibilities:**

* Implement of Quality Assurance strategies for the project in order to achieve company’s strategic objectives.
* Support project management teams on quality assurance by developing standards, methodologies, tools and knowledge repositories to full fill requirements of the project as mentioned in Quality management plan.
* Provide governance on the quality assurance functions ensuring effectiveness of policies, procedures and regulations.
* Develop Quality management system to achieve operational excellence through effective deployment of QMS, in compliance with the Company’s, national and international standards.
* Perform and follow-up quality audits for effectiveness of process improvements for contractors, suppliers, subcontractors etc.
* Exercise effective control over all aspects of quality assurance activities continually looking for improvements and efficiencies in how the function operates.
* Develop KPIs, measurement tools and metrics to demonstrate results delivered and report to senior management.
* Review Quality Manuals, ITP, Prequalification’s, Method statements, Procurement documents, drawings, Quality reports etc.
* Ensure that the Contractor/Suppliers complies with drawings and design in terms of design, materials and workmanship standards.
* Issue site instructions to the Contractor on all corrective action to deviations through the Resident Engineer (RE).
* Review, comment and approve the method statement of construction.
* Coordinate with the design department the review and approval of the shop drawings and material transmittals submitted by the Contractor, if required.
* Participate in and technically assist Resident Engineer during the regular site meetings.
* Study, review and approve test certificates, test reports etc.
* Follow-up joint training sessions on quality control activities with client,contarctor and subcontractor

**January 2018-August 2018:**

**Saudi Diyar Consultant Saudi Arabia**

**Senior QA/QC Engineer**

North Project **Sharma Complex** Tabuk Saudi Arabia

**Responsibilities:**

* Review Quality Manuals, ITP, Prequalification’s, Method statements etc.
* Perform internal audit for contractor and suppliers.
* Review and co-ordinate all related discipline design drawings (civil, electrical, mechanical and structural).
* Review and coordinate all related disciplines during Contractor’s shop drawing reviews against design drawings.
* Ensure that the Contractor complies with drawings and design in terms of design, materials and workmanship standards.
* Issue site instructions to the Contractor on all corrective action to deviations through the Resident Engineer (RE).
* Receive and release inspection requests with the related action.
* Review, comment and approve the method statement of construction.
* Coordinate with the design department the review and approval of the shop drawings and material transmittals submitted by the Contractor, if required.
* Check progress and quality of work and report to the Resident Engineer on a daily basis.
* Arrange and action checklist for special activities on site.
* Co-ordinate with other construction supervision disciplines.
* Test and commission related works after completion of construction and ensure its compliance with specifications and standards.
* Coordinate with the design of the same discipline in order to resolve any daily site related issues, and keep the Resident Engineer (RE) well informed for all issues.
* Participate in and technically assist Resident Engineer during the regular site meetings.
* Study, review and approve test certificates, etc.
* Study, review and approve test Reports, Snag lists etc.

**February 2015-December 2017:**

**Saudi Diyar Consultant Saudi Arabia**

**Senior QA/QC Engineer-Civil (KAFD)** King Abdullah Financial district **Riyadh** Saudi Arabia

**Responsibilities:**

* Evaluation of the Contractor and sub-contractors Project Quality manuals.
* Review the contractors Inspection Test Plan and all QA/QC documentations.
* Evaluate the implementation of Quality management system by the contractor on site and ensure that compliance with their Quality manual.
* Ensure that contractor has a current Internal Audit plan/schedule.
* Conduct Internal Audit for contractors and subcontractors.
* Ensure that contractor have adequate QC personnel’s on site during all production shift operations to perform the inspections and tests required on site.
* Ensure that contractor performs activities according to approved Quality procedures, method statements and current documents at the locations where they are to be used.
* Ensure that contractor performing inspections, sampling and testing of materials in accordance with the specified standards/specifications and as approved in the Inspection test plan (ITP).
* Review and comments on subcontractor’s pre-qualifications documentations.
* Review and comments on submittals, including test results, method statements, materials and alternate proposals submitted by contractors.
* Conduct and co-ordinate site quality meetings in conjunction with Resident Engineer.
* Identify Quality deficiencies on site and raise NON-Conformance Reports, site Memos and follow-up close out.
* Participate in mock up inspections and ensure that work is executed in accordance with the contract documents and approved standards/specifications.

**May 2010- Jan 2015:**

**Bureau VERITAS Saudi Arabia** **Senior QA/QC Engineer- Civil** King ABDULLAH Expansion **Holy Haram Project Makkah** Saudi Arabia.

**Responsibilities:**

* Monitor and inspect contractor and subcontractor’s work on site.
* Maintain logs of all materials testing for Record.
* Review PQM, ITR’s, ITPs, PQP, check lists, Method statements etc.
* Monitor and inspect work for contract conformance using ITP, checklists, Method statements, specifications etc.
* Conduct pre-construction meetings with new and existing subcontractors prior to start of each new phase of the work to discuss issues that affect quality and record these minutes of meetings.
* Prepare inspector’s daily report to describe quality control activities, the contractor work locations, materials incorporated in the project, applicable contract requirements and note non-conforming issues.
* Identify Quality deficiencies on site and raise NON-Conformance Reports, site Memos and closed per procedure.
* Evaluate Corrective and Preventive Actions and Root Cause Analysis for defective work on site.

**May 2007 - April 2010:**

**Pivot Engineering and General Contracting Abu Dhabi UAE**

**QA/QC Engineer-Civil.**

Al –Rayyana development Golf Garden -2(**33 high rise Buildings)** Abu Dhabi.

**Responsibilities:**

* Ensure performance of work in strict accordance with PQP and specifications.
* Coordinate with consultant for proper execution of work.
* Follow the project quality plan in execution of work.
* Ensure that works being carried out as per quality and safety standards.
* Inspection and testing of various materials
* Root cause analysis of defective works.
* Implementation of Quality Control procedures.
* Inspection of all structural and finishing work including steel, concrete, block work, scaffolding, carpentry work, etc
* Ensuring works as per the project specification and standards/specifications.
* Preparing ,controlling and maintain records of the documents related to approved materials and submittal to consultant for approval
* Coordinate with third party lab for testing of soil, concrete cubes, and steel bars etc

**Jan2006-April2007:**

**Pivot Engineering and General Contracting Abu Dhabi UAE QA/QC Inspector –Civil** Soruh Development Golf Garden 1 (**400 villas**) Abu Dhabi UAE

**Responsibilities:**

* Coordinate with consultant for proper execution of work.
* Follow the project quality plan in execution of work.
* Ensure that works being carried out as per quality and safety standards.
* Inspection and testing of various materials
* Implementation of Quality Control procedures.
* Inspection of all structural and finishing work including steel, concrete, block work, scaffolding, carpentry work, etc
* Ensuring works as per the project specification and applicable standards.
* Preparing, controlling and maintain records of the documents related to approved materials and submittal to consultant for approval.
* Consultant with third party lab for testing of material.

**Qualifications:**

**BSC- Civil Engineering (2001 -2005)**

NED University of Engineering and Technology Karachi Pakistan

**Professional Certifications:**

Lead Auditor Course QMS ISO 9001- 2008

Lead Auditor Course OHSAS 18001:2007

PMP Certification Under progress

**Personal Information:**

Nationality: **Pakistani**

Passport No.: AY9152763

Date of Birth: 28-November-1983

Marital Status: Married

Religion: Islam (Sunni)

Driving license: **UAE & KSA & Pakistan**

**Skills:**

MS Word, Excel, Power point, AutoCAD, Window XP

**Languages:**

English, Urdu, Punjabi, Arabic

**Membership:**

**Saudi council of Engineers Registration # 82645**

Pakistan Engineering council Registration # civil/ 26048