



# Shikder Mehedi Hasan

## CONTACT

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## SKILLS

- Team building
- Problem-solving
- Public relations
- Time management
- Leadership
- Accounting
- Knowledge of Mycroft Excel, Word, Auto CAD
- Project Management
- Communication skills
- Payroll administration
- Project budgeting
- Strategic consultancy
- Data collection and analysis
- Project management proficiency
- Highway and road projects
- Employee management
- High-value project management
- Business planning
- Financial management
- Contract management
- Health and safety
- Cost estimations
- Operations management
- Site inspections
- Hiring and training
- Training and development
- AutoCAD knowledge
- Quality inspections
- Project estimation
- Construction safety
- Document control
- Subcontracting management

## EDUCATION

**Diploma Engineer** : Civil Engineering ,  
07/2019  
**Jessore Polytechnic Institute (JPI)** –  
Jashore Bangladesh , Bangladesh

**Secondary School Certificate** :  
Mechanical , 05/2015  
**Gongarrampur P.K Secondary School** –  
Shalikhha Magura Bangladesh ,  
Bangladesh

## LANGUAGES

Arabic : Elementary Proficiency  
English : Professional Working  
Proficiency

## PERSONAL INFORMATION

Date of Bitth : 02 August 1998  
Nationality : Bangladeshi  
Marital Status : Unmarried

## PROFESSIONAL SUMMARY

Conscientious Civil Engineer with five-years-track-record of handling planning, evaluating and overseeing civil engineering projects. Expertise in project planning, risk management and cost management. Skilled at analysing and interpreting information.

Resourceful employee with outstanding knowledge to develop and maintain healthy customer pipeline. Consistently works to attract new business opportunities. Talent in administrative oversight, recruitment processes and customer service improvements.

Hard-working site engineer, site supervisor, project manager, with strong organisational skills. Achieves company goals through exceptional planning and prioritisation.

## WORK HISTORY

**Project Manager** 01/2022 – Current  
**Safa Al Jazeera Operation & Maintenance Co.** - Riyadh , Saudi Arabia

- Calculated required budgets, team requirements and additional resources to ensure project feasibility.
- Resolved technical issues affecting cross-functional communication and project deliverables.
- Kept project and team on schedule by monitoring deadlines, milestones and performance.
- Defined project scope, guidelines, milestones and task allocation to establish and maintain clear progress plans.
- Led and motivated talented project teams, consistently achieving against KPIs.
- Collaborated with cross-functional teams to draft strategic, realistic project schedules and plans.
- Trained and mentored junior team members, leveraging previous practical experience for optimal project progress.
- Achieved high client satisfaction through consistent delivery and communication.

**Project Manager** 09/2020 – 01/2022  
**Borno Communication Engineering** - Barishal , Bangladesh

- Recruited high-performing, reliable staff for improved team productivity.
- Tracked expenses and business outgoings to remain within cashflow targets.
- Carefully assessed blueprints, delivering concise instruction to technical teams for delivery.
- Reviewed designs, plans and reports to ensure constant compliance with project specifications.
- Motivated teams to meet deadlines through regular site visits and inspections, eliminating bottlenecks.
- Crafted project documentation including work order cards, method statements, construction plans and risk assessments.
- Supervised and inspected work of 10+ contractors across construction sites.

**Site Engineer** 09/2019 – 09/2020  
**Comprehensive Holding Ltd** - Dhaka , Bangladesh

- Completed projects on time and within budget by collaborating with contractors, architects and public authorities.
- Estimated quantities and cost of materials, equipment and labour requirements to determine project feasibility.
- Trained and managed 50 junior engineers and contractors.
- Visited sites to review work progress and drive process improvements.
- Prepared risk assessments to support safe and stable construction sites.

**Site Engineer** 08/2016 – 01/2019  
**Nirmata Construction & Consultancy Firm** - Jashore , Bangladesh

- Oversaw Quality Control (QC) for construction teams, delivering results in line with project specifications.
- Documented daily progress, incidents and issue resolutions for accurate site records.
- Motivated teams to deadline through regular site visits and inspections, problem-solving accordingly and eliminating bottlenecks.
- Checked technical drawings for adherence to standards, maintaining operational compliance.
- Led team of 50+ to achieve optimum efficiency and health and safety compliance.