

# CURRICULAM VITAE



**A.SHAIK MUBARAK**  
**s/o S.ABDUL MAJEED**

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**Contact:**

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**Personal Details:**

Date of Birth : 07/05/1994

Sex : Male

Marital Status : Single

Nationality : Indian

**Passport NO: M7228752**

Place of Issue : Chennai

Date of Issue : 20/03/2015

Date of Expire : 19/03/2025

**Languages Known:**

Urdu, Tamil ,English, Hindi

**Address:**

No: 28/40, Mosque Garden,  
East Jones Road, Saidapet,  
Chennai - 600015. Tamil Nadu,  
India.

## **Career Objective:**

Have an in-depth knowledge of civil engineering principles and theories. Seeking for a challenging position as a Civil Engineer, where I can use my planning, designing and overseeing skills in construction and grow the company to achieve its goal. Seeking for a position where I can share my skills and abilities to serve the company and also able to prepare myself as a technically sound QA/QC engineer.

## **Summary:**

- ✓ Completed civil engineering in C.Abdul Hakeem College Of Engg & Tech.
- ✓ Assist in developing the Project Quality Management system by establishing procedures, plans and work instructions as needed.
- ✓ Experienced in Ready Mix Concrete Production and Supply activities with well reputed concrete production company in Eastern Province, Kingdom of Saudi Arabia.
- ✓ Establish and monitor Key Performance Indicators (KPIs) to measure quality performance in different areas of work development and at various project Phases.

## **Professional Skills:**

- ✓ Ability to write and perform audits of contractors and operational center.
- ✓ A result-oriented self-starter, skilled learner and a strong effective communicator, problem solver, with ability to focus on solutions, proactive and always challenging current procedures.

## **Education Qualification:**

- ✓ Completed Bachelor in Civil Engineering (B.E) in Anna University, Chennai, India. (2011-2015).

## Working Experience:

**Company:** R. B Constructions  
**Position:** Site Engineer  
**Duration:** May 2015 to Dec 2015  
**Location:** Chennai, Tamil Nadu, India.

### Responsibilities:

- Plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and files and prepare reports.
- Worked in construction of 33 villas in Yelagiri hill station as a site engineer along with team.
- Worked in construction of 5 storey residential building in Nugambakkam, Chennai.
- Able to read Schematic drawings, cable tray route drawings, cable schedule, earthing drawings, Plant lighting drawing.

**Company:** Ahmed H. Al-Marhoon & Bros Co. For Trading & Contracting  
**Position:** QA/QC Engineer  
**Duration:** Dec 2015 to Present  
**Location:** Ras Tanura Refinery, Eastern Province, KSA.

### Responsibilities:

- Chairing of QA/QC meetings where outstanding NCR s audit results and deficiency correction are discussed with Contractor, PMC and Employers Representative.
- Issuance of NCR s, Deficiency Correction reporting and close out.
- Worked as a QA/QC Engineer in major Saudi ARAMCO & Saudi Electricity Projects.

### Saudi ARAMCO Projects:

- Refinery Pipeline Project - Ras Tanura Refinery.
- Upgrade of Juaymah Workshop - Juaymah.
- Mangrove Eco Park - Ras Tanura.
- Clean Fuel Complex Project - Ras Tanura Refinery.
- Closed Relief Gas Recovery System - Qatif.
- Ghazlan Power Plant Project - Ghazlan.
- Ras Tanura Housing Project - Najma.
- Upgrade of West Pier Facilities - West Pier.

## **Saudi Electricity (SECO)Projects:**

- Replacement of 115KV Line wood Pole Structures - Juaymah.
- Construction of 115KV Double Circuit OHTL from Juaymah 115/13.8kV s/s to existing network - Juaymah.

## **Duties Responsibilities and Objective:**

- ✓ Contractors Quality Plan Review of Designers Quality Plan.
- ✓ Review of Audit of quality processes undertaken by design team.
- ✓ Contractors Quality Plan.
- ✓ Contractors Inspection and testing Plans
- ✓ Review of inspection records for compliance with Quality Plan and testing plans
- ✓ Performance of audits of contactors quality documentation.
- ✓ Review of Designers Quality Plans.
- ✓ Chairing of QA/QC meetings where outstanding NCR s audit results and deficiency correction are discussed with Contractor, PMC and Employers Representative.
- ✓ Review the Material Technical Data Sheet.
- ✓ Inventory Control, Sampling and Material Testing.
- ✓ Testing daily production and sampling according to ASTM C- quality assurance standards.
- ✓ Monitoring, reviewing and updating calibration status for all measuring instruments and gages.
- ✓ Sample, test & monitor raw materials for compliance of ASTM specification.
- ✓ Communicate with costumers, testing laboratories, dispatch and production employees in regards to the mixes being utilized & admixture dosage rates.
- ✓ Ensure all pertinent ASTM, ACI, ARAMCO, Baladiyah and SEC testing procedures and evaluations are performed.
- ✓ Proper quality assurances as per QMS and ISO 9001:2015 standard, by preparing and implementing “Field Quality Plan”.
- ✓ Finalize the sources of suitable ingredients of concrete with approvals and monitoring their consistence with proper assurance.
- ✓ Review of material submittals and method statements.
- ✓ Logging and closing of NCR for in house products and Analysis of NCR data.
- ✓ Competent at accessing drawings, specs and procedures using through the system.
- ✓ Organize and schedule work flow through the inspections schedule and priorities.

## **Other Responsibilities:**

### **(A). Production and Maintenance:**

- ✓ Checks the availability of raw materials prior to the production.
- ✓ Checks the condition of the plant and coordinating with the maintenance crew for routine proper maintenance daily and weekly.
- ✓ Coordinating with the stores department to ensure the availability of the spare parts and to arrange the sufficient materials from the supplier for the endless running of the plant production.
- ✓ Ensures the calibration validity of the plant.
- ✓ All the time in contact with the batch cabin, pump operators and technicians to ensure smooth progress.
- ✓ Maintaining the cleanliness of the plant and plant yard.
- ✓ Makes routine check of Concrete Pumps and Mixer Trucks for cleanliness and proper maintenance.
- ✓ Acts in a self-directed way by visiting the sites and at any breakdowns and arranges accordingly to ensure the perfect relationship with the customers.
- ✓ Coordinating with all departments to see their requirements on daily basis, keeps a vigil on proper safety and accident less human and other activities.
- ✓ Holds meeting with employees and all concerned departments to make sure easy progress.

### **(B). Shipping, Dispatch and Follow ups:**

- ✓ Prior to the new bookings, checks the previous concrete orders through the shipper.
- ✓ Cross checks with the operations personnel for the availability of the concrete pumps, trucks and raw materials.
- ✓ Ensures with the shipper clearly writes down the date, time, ordered quantity, time of placement, mix type, slump, temperature, interval time, size of pump and approximate distance from the plant.
- ✓ Finalize the booking sheet and to issue the dispatch schedule copies to the concerned department personnel.
- ✓ Cross checks the mixes, availability of batch cards, obtain the new designs where necessary from the lab and forwards to the plant operator.
- ✓ Schedules the start time of the labors, drivers and operators through the concerned Plant In charge.
- ✓ Informs the dispatcher about the time of pump can be sent, time of loading of the trucks, the time between the trucks considering the traffic congestion of the hour, size and type of structure to be poured to ensure the proper speed of pouring.

- ✓ Coordinating with the dispatch room for routine smooth movement and to keep proper touch with the customer for efficient supply.
- ✓ Ensures with the dispatcher about the collection of delivery tickets and to keep proper data entry for all production and supply activities and to forward the books to the accounts department for timely invoice of the supplied concrete.
- ✓ Coordinate with the sales department personnel for customer related backups.

**(C). Customer Relations:**

- ✓ Visits each site personally or through the site foremen to check the readiness of the site, access provided for the concrete pump and trucks.
- ✓ Meets the customer representatives at work sites as per the requirements to ensure the smooth progress.
- ✓ Keeps online touch with the customers to foresee the changes.
- ✓ Assisting the customer representatives and the site engineers as per the requirement for any critical pouring of concrete, by giving right suggestion for efficient results.
- ✓ Holds meeting with the customers to receive complaints and to find right solutions.
- ✓ Maintains the customer relationship for a continual and result oriented business.

**(D)Supplier Relations:**

- ✓ Visits the crushers to check the availability of each type material quantities and take action accordingly in case of shortage of materials in the market.
- ✓ Coordinating with the concerned department for timely payment to the suppliers to ensure the continuous supply of raw materials.
- ✓ Keeps online touch with the suppliers to foresee the changes.
- ✓ Keeps a vigil on incoming and outgoing materials and diesel consumption.
- ✓ Visits crushers time to time to investigate the change in material or to check stocks availability.
- ✓ Looks for new supplier to cut down cost and for efficient quality raw materials.
- ✓ Looks for new source of raw materials and obtain them for testing.
- ✓ Forecast the demand and availability of raw materials in the market and take action accordingly.

### **IT Skills:**

- ✓ Professional in MS Office (MS Word, MS Excel & MS PowerPoint).
- ✓ Knowledge in Auto CAD.
- ✓ Knowledge Command Alkon computerized batching system for Ready Mix Concrete.

### **Knowledge of Experience:**

- ✓ “PUBLIC WORKS DEPARTMENT” government of Tamil Nadu in Vellore, India
- ✓ “BHARAT HEAVY ELECTRICALS LIMITED” central government in Ranipet division “Boiler Auxiliaries Plant”. Vellore, India.
- ✓ B&B BUILDERS Pvt, Ltd. In May Flower Project near katpadi. India.
- ✓ ACI Field Testing Technician - Grade I training from American Concrete Institute on 2016 at Al Khobar. ACI Certification # 01354788. & Active member in ACI Eastern Province.
- ✓ Approved Batch Plant Inspector by SAUDI ARAMCO, CTTA No: #651.

### **Declaration:**

I hereby declare that all the above information given by me is true and correct to the best of my knowledge and belief.

**Yours sincerely,**  
**Date:**

**(A.Shaik Mubarak)**