

MOHAMMED KHAJA AMEERUDDIN



EDUCATIONAL QUALIFICATION:

Qualification : **B. Tech.**
Specialization : **Civil Engineering.**

WhatsApp: +91 8919280366
Mobile No.: +966596230715
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Skype ID: ameer.uddin6

CAREER OBJECTIVE:

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals. To construct my career as a respected team member of a professional organization contributing to its progress by using knowledge, work experience etc.

WORK EXPERIENCE:

1. NOOR AL SALAMA AUTO CARE CO.

Working as Customer Service Coordinator since Dec-2019 in Dammam (Saudi Arabia).

Job Responsibilities:

- Assisting with the management of daily operational activities.
- Follow up on all inquiries on emails and preparing quotations for clients.
- Handling the vehicle claims and getting the approval for the claims.
- Preparation of invoices and delivery notes etc.
- Monitor the team's progress, identify shortcomings and propose improvements.
- Participate in other as needed customer service and customer support activities.
- Perform all other duties as needed.

2. CONSTRUCTION INFOSYS.

Worked as a site engineer for 2017-2019 in Hyderabad.

Job Responsibilities:

- Site inspection for civil construction work and ensure that the work is as per the project specifications issued in the construction drawing or final drawing approved from the authorities.
- Bill of quantities preparation of civil works
- Proper management of materials and workmanship.
- Ensure all the works meet the stipulated quality.

References:

Shaik Saleh, Civil Engineer (Operations Manager).
Reference No.: +918919797601.

ACADEMIC INFORMATION:

1. B. Tech in Civil Engineering from Nizam Institute of Engineering and Tech - 2014-2019
2. Diploma in Civil Engineering from Techno Global University - 2011-2014
3. Board of Secondary from Mozzam Shahi Govt. Boys High School - 2010-2011

OTHER QUALIFICATION:

Diploma in Chartered Quantity Surveying & Estimations from Al-Madina College of chartered quantity survey.

ABILITY:

- Calculation of quantities for substructures.
- Calculation of quantities for superstructures.
- Reinforcement calculation for substructure and superstructure.
- Abstracts for the quantities of substructure, superstructure and reinforcement.
- Bill of quantities for substructure, superstructure and reinforcement.

INTERPERSONAL SKILL:

- ✓ Quick Learner.
- ✓ Confident and Determined.
- ✓ Team Player.
- ✓ Willingness to learn new things.
- ✓ Hardworking sincerity and honesty.

COMPUTER SKILL:

MS Office (Word, Excel, Outlook, Power point)
Auto CAD Ver.2009,2010,2011

PERSONAL DETAILS:

Father's Name	:	Mohammed Khaja Muntaqubuddin.
Permanent Address	:	12-2-389/A/122, Mahaveer nagar, Guddi malkapur, Hyderabad.
Marital Status	:	Unmarried.
Nationality	:	Indian
Languages Known	:	English, Urdu, Hindi & Telugu.
Interest & hobbies	:	Watching TV and listening Music.
Passport no.	:	T6950560
Place of issue	:	Hyderabad.
Iqama Type	:	Transferable
Iqama ID no.	:	2482496870
Saudi Driving License Exp.date	:	02-08-2030

DECLARATION:

I hereby declare that all the above information is true to the best of my knowledge.

Date:

Place: DAMMAM.

(Mohammed Khaja Ameeruddin)

