

## SHEBAN ZAFAR

### CIVIL ENGINEER & SAFETY OFFICE



#### ■ ■ OBJECTIVES

To work in an organization that offers a creative, dynamic and professional environment, where my education, training, professional skills and proven abilities can be fully applied, which also groom my technical and managerial skills with diversifying projects and tasks. To obtain a full-time position in the field of civil engineering that utilizes my analytical and interpersonal skills

#### ■ ■ SUMMARY

- ✚ Excellent communication skills in written and verbal both.
- ✚ Team player, with ability to work independently
- ✚ Honest with high moral values
- ✚ Have proven problem solving, coordination and analytic skills
- ✚ Good time-management and planning skills
- ✚ Ability to work as individual as well as in group.
- ✚ Easy to learn any new thing. Review and analyze all drawings, materials, schedules/program of works, etc

#### ■ ■ ACADEMIC QUALIFICATION

Degree	Subject	Year	Board/University
Matric	Science	2011	BISE Peshawar
F.Sc	Pre-Engineering	2013	BISE Peshawar
Bachelor of Engineering	Civil Engineering	2019	Abasyn University Peshawar

#### ■ ■ DIPLOMA/CERTIFICATES

Diploma/Certification	Year	Institute
Professional diploma in health & safety	2014	Modern institute of occupational safety & health swabi
First Aid	2021	Cardiff institute lahore
Fire Safety	2021	Cardiff institute lahore
Chemical Safety	2021	Cardiff institute lahore
OSHA 30 Hrs	2021	Cardiff institute lahore
IOSH Managing safely	2021	Cardiff institute lahore
NEBOSH	2022	Cardiff institute lahore

#### ■ ■ PERSONAL INFORMATION

- ✚ D.O.B : 15/09/1995
- ✚ Religion : Islam
- ✚ Nationality : Pakistani
- ✚ Contact no : +923120091517
- ✚ E-mail : [Shebanzafar@gmail.com](mailto:Shebanzafar@gmail.com)



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## WORK EXPERIENCE

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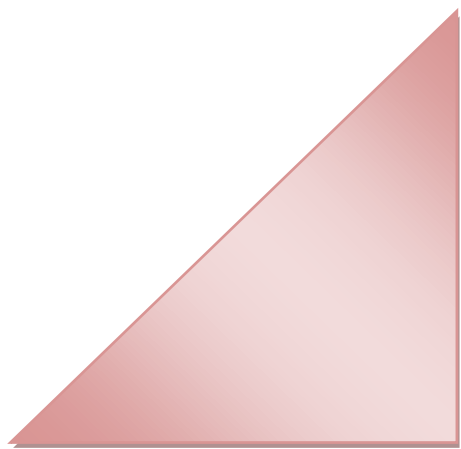
A devoted and hardworking Civil Engineer & safety officer having experience as Site Engineer & safety officer in construction projects


**Company:** Super Tech Construction Company  
**Project:** Business Incubation Center (University Of Agriculture Peshawar)  
**Period:** April ,2021 to March,2022  
**Position:** Site Engineer

**Company:** Super Tech Construction Company  
**Project:** Uhud Building Project (G16 Islamabad)  
**Period:** June, 2019 to March,2021  
**Position:** Site Engineer

**Company:** Seven quarter Construction Company (part time jobs)  
**Project:** Different constructions project like Road, buildings, bridges  
**Period:** February,2015 to April ,2019  
**Position:** Safety officer

### Duties Included: As Civil engineer

- + Site supervision for architectural construction works.
  - + Ensuring that all civil obstructions have been cleared to sub-contractors.
  - + Checking and monitoring of daily accomplishments.
  - + Maintains safe and clean working environment by enforcing Procedures rules and regulations.
  - + Collection of data site. Preparation of daily and Monthly Progress Report.
  - + Reviewing the drawings prepared by the CAD department.
  - + Preparation of structure design documents of the projects
  - + Checking bar bending schedule
  - + Guiding the field staff on issues related to design.
  - + Inspect or visit sites to ensure quality of work.
  - + Produce quality reports when relevant such as site inspection reports.
  - + CO-ordination & attending meetings with subcontractors, contractor and consultants & client& supplier.
  - + Monitoring of work as per specification, local, & international standard & codes. Reviewing submittals prior to submission to the Consultant.
  - + Review the shop drawings, construction details, product data, material samples, inspection plans, methods statements, delivery schedules to confirm compliance with the requirements of the project.
  - + Liaise with contractors and third parties to achieve uniformity of work.
  - + Keep fellow team members and project managers informed of workload and deadlines.
  - + Inspect or visit sites to ensure quality of work.
  - + Produce quality reports when relevant such as site inspection reports.
  - + Learn and develop engineering skills.
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### **Duties Included: As safety officer**

- + Assist the Safety Manager and coordinate in safety activities.
- + Assist with training employees at all levels.
- + Develop, prepare and distribute safety promotional material.
- + Preparing plans for shutdown.
- + Maintain all safety related documents such as weekly/monthly/quarterly inspection reports, fire extinguisher reports, investigation reports, accident and injuries reports etc.
- + Update statistics of ON and OFF –JOB injuries for company employees.
- + Taking the disciplinary action against employees for carelessness.
- + Arrange and monitor training programs to all employees and workers on safety policies, safety guidelines and company's Health Safety and Environment (HSE) program.
- + Coordinate in safety audit and inspection.
- + Always keep in touch with safety team to remind "Safety in the best policy and to target zero accident".
- + Coordinate Permit to work Program.
- + Conduct site inductions for newly arriving personnel.
- + Arrange periodic safety seminar and training programs through audio/ visual aids, field demonstrations, lectures on safety practices, accident preventive measures and defensive driving techniques.
- + Prepared reports based on inspection and interrogation of investigation recommending measures and methods of eliminating unsafe working conditions and procedures.
- + Maintain emergency response procedure and ensure they are updated as required.
- + Keep record of all injuries, property damage, fire, cranes and heavy equipment's accidents.
- + Lead weekly safety meetings with contractors & company Manager.

### **COMPUTER SKILLS**

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- + Ms office, Excel, Access and PowerPoint
- + Internet operation
- + Autocad 2006
- + Sap designing
- + MS project 2007

### **SUMMARY**

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### **LANGUAGES**

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- + English
- + Urdu
- + Pashto

### **REFERENCE**

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- + Will be provided as demand.
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