**Dear Hiring Manager**,

*Thank you for the opportunity to apply in your esteemed firm for a leading role. I am certain that you are looking for a candidate who is extremely familiar with the responsibilities and performs them confidently. Given these requirements, I am certain that I have necessary skills to successfully do the job and perform above expectations.*

*I am a Quality oriented professional who has always been praised for being result oriented by my co-workers and management. Over the course of my 10 years career, I have developed skills directly relevant to the role you are hiring for. Apart from Quality I am well versed with Operation and Maintenance and also possess good knowledge on Electro mechanical works. Overall, I have consistently demonstrated my leadership abilities, management and meeting deadlines. Also, to enhance my management skills I have been certified as a PMP (Project Management Professional) and Prince2 Professional (Projects in control environment).*

*After reviewing my resume, I hope that you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to collaborating on how my skills and abilities will benefit your organisation. Please contact me on +966532786251 or via email* *engr.mudassir13@gmail.com* *to arrange for a convenient meeting.*

*Thank you for your consideration and I look forward to hearing from you soon.*

**Sincerely,**

**Mudassir Khan**

MUDASSIR AHMED KHAN

Skype id: mmak13111@gmail.com, Abqaiq, 21442 +966532786251, +966565223996 [engr.mudassir13@gmail.com](file:///C%3A%5CUsers%5CABQ012-USER%5CDesktop%5Cengr.mudassir13%40gmail.com),

**Summary**

Possess 10+ years of Quality Assurance and Quality Control Engineer

Looking for Facility Manager/ Maintenance Manager or Quality Assurance Engineer role in a dynamic organisation where I can utilise my knowledge and skills to enhance project/product quality.

**Education/ Certification**

**Muffakham Jah College of Engineering &Technology (OSMANIA UNIVERSITY)** *Bachelor’s in Civil Engineering (B.E.),*

*Certified* ***PMP®****Project Management Professional,* **PMP® #2796390** (Expiry Date- August2023)

*Certified* ***PRINCE2®*** *Foundation Certificate in Project Management, Certificate number* ***GR656127675MA (No expiry date)***

*Certified PRINCE2****®*** *Practitioner in Project Management, Certificate number*

***GR65702491MA (expiry date 01 Feb 2023)***

*Advanced Diploma in* ***Quantity Surveying*** *and Estimation & Costing from The Academy of Quantity Surveying*.

Certified **Six Sigma Green Belt** holder certified by TUV SUD SOUTH ASIA Pvt. Ltd

Certificate no: **TUVSA/2018/SSGB/0061/0001**

Approved Quality Assurance Engineer at Saudi Aramco, Abqaiq (Eastern Province, KSA

Well versed with **ISO 9001:2015 (*Quality Management System*)**

**Employment History**

**The Engineers Consultancy: *Quantity Surveyor***

*Preparation of detail Quantity Estimates, BOQ (Bill of quantities) & amendment of orders* estimates, cost plans, bills of quantities, specifications and schedule of rates for new build, improvements and maintenance work. ... Assisting the Commercial Manager, Senior **Quantity Surveyors**

***Hyderabad, Telangana May 2011 - May 2012***

**Safari Company LTD**

**Jeddah, Makkah Province *QA/QC Engineer***

***June 2012 – March 2018***

***Project:* King Abdul Aziz International Airport (KAIA)**

*Supervision of maintenance activities and material for quality issues and after completion of internal inspection raising NCR and making MIR’s to client. Preparation of daily, weekly and monthly QA/QC reports*

*Issuing of Proactive and NCRs to vendors and subcontractors.*

*Maintaining all quality record such as, MIR’s Logs, NCR’s, Proactive, PQI’s, calibration certificates, Third party reports, Punch list (SNAGS).*

*Review material submittals and issue inspection reports and release certificates.*

*Implementation of companies QA procedures and system in accordance with ISO 9001:2015.*

*Coordination with TQM dept. for preparation of inspection and test plans and quality control procedures.*

***Project: Saudi Aramco Recreation services - (ARRSD)***

**March 2018-June2021**

**Abqaiq, Eastern Province, Quality Assurance Engineer/Asst. Manager**

**Company: Safari Co. Pvt Limited**

*Preparation of* ***MAR*** *(Monthly Activity Report),* ***NCMR*** *(Non- Conformance Report)*

***All project audit report****, preparing all project compliance reports, material audits, Cost Estimation, Monthly Consumption, attending all the meetings, Housing camps Inspections, Closure of KPI’s issued with conformance. Carry out inspection and checking for all quality related procedures in the site and ensures activity at the site are as per approved Aramco standards.*

*Quality checking of completed works and approved material used and issuing compliance*

*Quality control of execution. Review plans and specifications of assigned project with supervisors.*

*Conducting weekly meeting with supervisors and inspectors on Quality conformance*

*Conducts Inspection by Surveillance to ensure that all activities are carried out as per the requirements of the construction specification, drawings and quality plan.*

Rejection Control and Quality Improvement Plans, Vendor Performance Analysis

***Asst. Manager Responsibilities include***

* *Ensuring company policies are followed.*
* *Optimizing profits by controlling costs.*
* *Hiring, training and developing new employees.*
* *Resolving customer issues to their overall satisfaction.*
* *Maintaining an overall management style that follows company best practices.*
* *Providing leadership and direction to all employees.*
* *Ensuring product quality and availability.*
* *Preparing and presenting employee reviews.*
* *Working closely with the store manager to lead staff.*
* *Overseeing retail inventory.*
* *Resource Optimization & Mobilization, Cost Control, Timely Execution and Scope Management*

**Professional Skills**

MS-Office Intermediate AUTOCAD Intermediate Primavera P6 Intermediate

**Languages**

ENGLISH **Fluent** HINDI **Fluen**t URDU **Native** TELUGU **Native** ARABIC **Conversational**

**Marital Status: Married**

**Iqama status: Transferrable (valid till August 2022)**