A person with a beard and glasses

Description automatically generated**Abdur Rafay – Civil Supervisor /Auto Cad Operator (3D Max)**

E-mail: [aburrafaya234@gmail.com](mailto:aburrafaya234@gmail.com)

Contact No.: +92-326-9151163

**TALENT & ABILITIES**

**Autocad Operator (3D Max)** – Ability to prepare the i) D**rawings (Plan & Section), ii) 3D MAX** according to the Preliminary design drawings and finally As-Built according to the final dimension.

**Site Supervisor** – Supervision of field construction activities under Site Engineer and prior to start of work coordinate with others i.e. HSE, QA/QC, Mechanical and Electrical teams.

**CAREER OBJECTIVE**

To find a challenging professional career in the construction industry, and to fit in a dynamic

environment where there is an opportunity for potential development and professional growth.

**DETAIL JOB DESCRIPTION**

1. Plan, direct and coordinate all civil related works according to Method statement & Job Safety analyzer.
2. Assign manpower, required tools & equipment’s.
3. Ensure all related assigned activity is carried out safely and on time.
4. Review and preparation of required modifications (reviewing designs and scope of work).
5. Coordinate with other departments regarding activities involving other disciplines (Electrical & Mechanical).
6. Review technical designs, specification for modification, installation and discuss/evaluate, supervise work to be carried out.
7. All activities are performed in accordance to client’ s safety rules and equipment’ s used as per client’ s safety standards.
8. Maintains satisfactory standards of housekeeping in assigned areas during and at job completion.
9. Control day-to-day activities between construction and QC staff.
10. Preparation of Drawings from Preliminary Plan
11. Preparation of 3D MAX
12. Preparation of As Built Drawings

**ACADEMIC INFORMATION**

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| --- | --- |
| Year 2023 | **Diploma of Associate Engineer (Civil)**  Govt. College of Technology Sialkot  Punjab Board of Technical Education Lahore |
| Year 2019 | **Metric with Computer Science**  Al-Umar High School Sialkot  Gujrawala Board of Intermediate |

**COMPUTER PROFICIENCY**

* **MS OFFICE (Excel and Word)**
* **AUTOCAD**
* **3D Max (Free Lancer Designer – Sialkot)**

**WORKING EXPERIENCE**

* **BAJWA STARS**

Position: - SITE SUPERVISOR

Period: - April 2023 ~ November 2023

Location: - Sialkot

Project: - Leather Wash Facility

Work Scope - Construction of Leather Wash Facilities

* Office (18 ft x 16 ft)
* Construction of Shed
* Construction of Wash Basin
* Construction of Water Supply System
* Construction of Drum Foundations
* Drainage System
* Responsibilities

1. Preparation of Drawings
2. Arrangement of required Material
3. Leveling the Area
4. Paving 150 mm of wash Basin Area
5. Construction of foundation of Shed columns
6. Draining System
7. Construction of foundation for Drums
8. Construction of office Building
9. Finishing work
10. Coordinate with Shed Contractor
11. Arrangement of utilities i.e. Water and Power
12. Assigning the work to Crew
13. Coordination with Drum Installer
14. Coordination with Electrical Contractor
15. Preparation of As Built Drawings

* **SANCHAL INTERNATIONL**

Position: - SITE SUPERVISOR

Project - Production Unit Phase -1

Period: - February 2024 ~ Till Date

Location: - Sialkot

Project: - Sanchal International Unit

Work Scope - Construction of Leather Manufacturing Unit Phase - I

* Leveling of Area
* Boundary Wall (80 ft x 55 ft)
* Guard House
* Responsibilities

1. Arrangement of required Material
2. Leveling the Area
3. Construction of Boundary Wall
4. Construction of Main Office
5. Construction of Double Story Production Unit
6. Coordinate with Electrical & Plumbing Team
7. Finishing work
8. As Built Drawings

**A-CURRICULAR ACTIVITIES**

* Cricket

**PERSONAL PROFILE**

Name: Abdul Rafay

Father Name: Mohammad Arif

Date of Birth: 1st July 2003

Passport No: AF9547051 (Valid till-2033)

Marital Status: Single

Religion: Muslim

Spoken Languages: Urdu, Punjabi, English

Address: House No 1/11, Gali Masjid Wali

Uggoki road Shahabpura Sialkot

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