

ALI MURTAZA

(GEOLOGICAL ENGINEER)

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PEC Registration No: Geology-00299

OBJECTIVE:

To work within the field where, problem solving approaches, innovative nature is an advantage. Furthermore, use and expand upon my technical, analytical and managerial abilities as well as my interpersonal and leadership skills with the aim of contributing to the future success of the organization, country and my personal and professional development.

Key Qualification:

Practicing as Registered Engineer & Virtual Assistant since August 2015

I have about **06 years** of professional experience in construction industry. I have been responsible for arranging business meetings with prospective clients , conduct research to identify new markets and customer needs, develop a growth strategy focused both on financial gain and customer satisfaction. I have good command on state of the art software's like AutoCAD. I can handle high pressure environments with ease and open mind and also a good team player. I have efficient communication skill to present my points precisely to listeners.

ACADEMIC DETAILS:

QUALIFICATION	UNIVERSITY/ BOARD	%AGE/ CGPA	PASSING YEAR
B.Sc.Geological Engineering	University of Engineering and Technology Lahore	CGPA = 3.63/4.0	2015
F.Sc. Pre Engineering	Rise College of science Multan	81.36%	2011
Matric Science Group	Laureates Cadet School, Multan	91.15%	2009

Work EXPERIENCE:

- 1) Name of Employing Agency : AMTAL ASSOCIATES
- Title of Position : Office Engr/Virtual Assistant
- Location of Assignment : Wapda Town Multan
- Period of Assignment : Aug 2015 to Present

Development of Wapda Town Phase 2 Multan

Responsibilities include:

- Arrange business meetings with prospective clients
- Conduct research to identify new markets and customer needs
- Develop a growth strategy focused both on financial gain and customer satisfaction
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare progress report of site activities on daily, weekly & monthly basis.
- Involved in preparation of variation orders.
- Prepare project completion schedules of all civil works of site, and to critically monitor execution of activities according to the agreed construction schedule.

Continuing Professional Development:

- ❖ Attended one day CPD short course on "Risk Assessment and Management" organized by Pakistan Engineering council, held on Jan 30th, 2017.
- ❖ Attended International conference on "Entrepreneurship for Engineers" organized by Pakistan Engineering Council.
- ❖ Attended CPD Seminar on "Be your Own Boss by AMAZON" organized by Pakistan Engineering Council.

COMPUTER PROFICIENCY:

- ❖ Certified Microsoft office Expert (Word, Excel, PowerPoint etc)

ACHEIVEMENTS:

- ❖ 2nd Position in Geological Engineering 2011-2015 session
- ❖ Gold Medalist in Athletics at UET Lahore
- ❖ Held Captain of UET Football Team for 2014-2015 and won HEC All Pakistan Tournament.