

CURRICULUM VITAE



SHAHZAD AHMED

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Professional Summary:

A 27 years young enthusiastic man with sound technical knowledge, voracious to obtain a challenging position in professional setting to utilizing his education, experience and interest.

Professional Experience:



➤ **AL HASHEM MARBLE COMPANY (MAR -2016 To Present)**

(PROJECTS COORDINATOR)

- Coordinating with contractor/consultant about the details.
- Taking measurements from site according to final fabrication item.
- Preparing shop drawings and cutting orders for fabrication.
- Followings with sites for delivery and installation.
- Maintaining the projects programs with every day workout.
- Preparing invoices for the finished material.
- Attending the weekly projects progress meetings with client/consultant to review the progress.
- Following up with the factory for the timely delivery to maintain projects requirement.
- Ability to work under pressure while staying in long work loud.
- Following up the payments and collections to timely closing accounts.
- Following up the installed approvals .
- Keeping eye on all the needy action.



➤ **AL MARGE MARBLE & GRANITE FACTORY LLC (OCT -2012 To March 2016)**

(DRAUGHTSMAN / ESTIMATOR)

- Excellent technical drawing skills & good command on AutoCAD.
- Making Marble Flooring & Wall cladding layouts.
- Managing the tiles sizes as per marble slab size.
- Drawing typical marble details and sections.
- Reporting exact quantities to project manager.
- Excellent **stone estimation** skills.
- Excellent knowledge of architectural tender drawings.
- Good knowledge about marble and granite qualities.
- Self-maintained design centre.
- Coordinating with site managers for any site modification.
- Responding to the project manager about shop drawings quantity.
- Coordinating with factory Forman's about cutting details.
- Visiting the site about the drawings if required.

• **Millat Marble & Tiles Ltd. (Karachi, Pakistan) (FEB -2011- JUL 2012)**

• **(ESTIMATOR / SUPERVISOR)**

- Responding to the client inquiries.
- Estimating the drawings and reporting to management about quantity and stone type required.
- Managing all organisations computers.

Technical Skills:

- Experienced in AutoCAD Shop drawings of **Marble designing**.
- Knowledge to make details & section.
- Excellent **computer skills in MS Office** and other useful software's.
- Good command on **Photoshop**.
- Strong IT skills in Computer software and hardware's.
- Good English **typing speed up to 25 WPM**.

Professional Qualification:

- **Six month training in AutoCAD from CAD Asad IT centre.** (Karachi , Pakistan)
- **(C.I.T)Six month Certificate in information technology.** (Karachi , Pakistan)
- **(C.C.E) Certified Civil Engineer (Aim to be a certified engineer)** (Dubai , UAE)

Academic Qualification:

- B.Com from University of Karachi. (2011) (Incomplete)
- Intermediate from Karachi board. (2009)
- Matriculation from Karachi board. (2006)

Interest:

- To create inventions in IT, Windows Or in any on-going task.
- Playing Cricket.
- Long Driving

Languages:

English :	Reading, Writing & Speaking
Arabic :	Reading, Writing & Basic
Urdu:	Reading, Writing & Speaking

Punjabi: Mother Tongue

Personal profile:

Date of Birth : 6th Dec 1989
Father's Name : Zaheer Ahmed
Sex : Male
Nationality : Pakistani
Driving licence. : **UAE driving licence** Valid till March 2024
Marital Status : Single
Address : Garden city Al Jurf Ajman UAE.

Reference:

- Waheed Ahmed (**Managing Director**) (Uncle) +971-55-669612



Golden Wings Travel & Tourism LLC.

- Sagheer Ahmed (Sales Manager) (Brother) +971-50-2773841

Tanzo International Dubai