

RESUME

NAME : MD.ALTAF RAZA
DATE OF BIRTH : Feb 15, 1997
PRESENT POSITION : Engineer QA/QC
EDUCATIONAL QUALIFICATION : B. tech in Civil Engineering from MDU in 2019

CAREER OBJECTIVE:

- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company and to secure a challenging position in the reputable organization to expand my learning, knowledge, and skills.

SKILLS:

- Communication, Computer, Leadership, Organizational, Time management, Collaboration, Problem Solving, Presentation and Analytical thinking.

EMPLOYMENT HISTORY:

From	To	Organization	Designation
May-2019	Mar-2021	B.R.K.S Construction Pvt Ltd	Engineer QA/QC
Mar-2021	Nov-2022	Consort Builder`s Pvt Ltd	Engineer QA/QC
Nov-2023	Sep-2023	ANS Constructions Pvt Ltd	Engineer QA/QC
Oct-2023	Till date	Ashoka Buildcon Limited	Engineer QA/QC

WORK EXPERIENCE:

- Projects Worked:** Construction of Fintech digital Institute at Jodhpur (15+ buildings)
Client: M/s DoIT (Govt. of Rajasthan)
PMC: M/S Engineers India Limited (EIL)
Project Description: The scope of work corresponds to civil Works for Academic, Workshop, Auditorium, Pump house, Residential blocks & other buildings like Hostels, Living quarters, Labs, parks etc.
Duration: Oct-2023 to present
- Projects Worked:** polypropylene Unit IOCL Barauni Refinery
Client: Indian Oil Corporation Ltd
PMC: Toyo Engineering Pvt Ltd
Project Description: Construction of Equipment foundation, Extrusion Building , Retaining wall,Dyke wall, Road work etc
Duration: Nov-2022 to Sep-2023
- Projects Worked:** Construction of Chandigarh University (8+ buildings).
Client: Chandigarh University
Project Description: The scope of work corresponds to civil Works for , Academic,Admin and other buildings like Hostels, Living quarters, Labs, pools, parks etc.
Duration: Mar-2021 to Nov-2023

4. Projects Worked: Indjet , ATF unit IOCL Barauni Refinery

Client: Indian Oil Corporation Ltd

PMC: M/S Engineers India Limited (EIL)

Project Description: Pilling ,Construction of Equipment foundation, Tank pad , Retaining wall,Dyke wall, Road work etc

Duration: May-2019 to Mar-2021

Roles and Responsibilities as Engineer QA/QC:

- Preparation and implementation of QA/QC policies and procedures.
- Carry out audits for ISO 9001, 14001 and OHSAS 18001 and recommend the necessary corrective actions and measures.
- Monitor policies and procedures and report any areas where improvement is required.
- Assist the Project/Construction Managers in reviewing the contractor's specific quality plans and produce recommendations.
- Ensure timely and effective resolution for QA or QC issues, in coordination with Construction Manager/Consultant/Department Head.
- Perform all daily inspection and test of the scope and character necessary to achieve the quality of construction required in the drawings and specifications for all works under the contract performed ON or OFF site.
- Carry out inspection and checking for all quality related procedures in the site and ensure activity at the site are as per approved method statement and ITP/FQP.
- Coordinate with the contractor's representative and Site Engineer in charge for inspection and meeting about quality problems including the closure of Non-Compliance Report, Observations etc.
- Taking care of QA/QC documents of the entire project including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered and other QA/QC documents. Responsible for the closure of Non-conformance, NCR and Site Instruction.
- Responsible for the quality and workmanship of every activity, thorough knowledge of all phases of engineering construction relating to Civil, Architectural and Structural discipline interfacing the multidisciplinary operations.
- Develop method statement for the activity including risk assessment and job safety environmental analysis and Inspection Test Plan and Checklist based on specifications of the project.
- Carry out Internal Audit at the site as scheduled in the Project Quality Plan.

PERSONAL DETAILS:

Marital Status : Unmarried

Languages Known : English, Hindi.

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