**CURRICULUM VITAE **

**RIHAN KHAN**

H-35, jamia nagar, Okhla, New Delhi

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**CAREER OBJECTIVE**

To grow as an effective Professional and drive the company in a manner which will help the company to move towards the higher targets as well as to help myself to strengthen my job competency and grow within the Company.

**ACADEMIC AND PROFESSIONALS QUALIFICATIONS**

* Passed Diploma of Engineering **(Civil)** **1st division** from Jamia Millia Islamia central university New Delhi.
* Passed Higher Secondary (10+2) with **1st division** in 2005 (U.P Board )
* Passed Matriculation with **2nd division** in 2003 (U.P Board )
* Completed an **AUTOCAD** course of 6 months from DEHLI.
* Passed Diploma **of Fire & Industrial safety management** in 2013.
* Certificate of **Temporary Works Safety** on **EIL**
* Certificate of Strengthening Energy Management System based on **ISO/FDIS 50004**
* Certificate of **Awareness Programme on Fire Safety** from NSC (Mumbai)
* Basic knowledge of computer and **Microsoft Word , Ms Excel, Power point, SAP**, **Internet.**

**Experience:**

I am having an experience of 6**th  Year** in all types of civil construction works viz., ICD **&** industries. Railway track, residential buildings, and industrial buildings/structures& warehouse & turnkey projects.

**Current *Experience:* Tunkey project & maintenance Food industry project. .**

**CURRENT COMPANY DETAILS;**

**Company : MOTHER DAIRY FRUIT & VEGETABLE (P) LTD.**

**Designation : Estate Executive Engineer.**

**Timing :**  **17 Oct.2012 -till date**

**Company** :**JPR Balaji paver pvt Ltd.**

**Designation :**Project junior engineer (Civil), Job timing **march 2010 – 15 oct.2012**

**Responsibilities:**

\* Making a tender document & administrative work at SAP soft ware.

* BBS all types of the buildings, footings, rafts, slabs, beams.etc.
* Supervision of all types bricks and plasters in the buildings.
* Super vision of the all types of RCC works and order to quantity of the RMC
* Reading all types of the drawings.
* I have a good knowledge of AUTO LEVEL & TEODOLITE
* I can do estimating &castings and quantity surveyor.
* Reconciliation of materials.
* Work done reconciliation & other documents for MIS.
* HDPE Pipe Line laying with fitting assemble
* Sub contractor bill preparation and checking M.B of Sub-contractors

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* Preparation of work orders for Sub-Contractors.
* Regular Contractual Correspondence with Clients.
* Quantification of Acceleration measures taken and submitted to Client for extra

Billing.

* Maintaining a proper record of Salient features of the Contract, Important Submittals, Observation on important Clauses, Entitlement E.O.T/Cost Clauses,
* Maintaining Joint measurement with client and preparations of monthly bills.
* Other correspondence with client.
* Storm water line and sewerage water line.
* Supervision of the RMC plant constructed by the drawing.
* Execute all maintenance work.
* Execute all new projects with estimate.
* Site supervision & managing the manpower.
* Maintain progress report & daily report.
* Project management
* Vendor development
* Supplier relationship management

**AMITY CONTRACTOR PVT. LIMITED.**

**Position:** Site Engineer – FEB. 2009 to MARCH2010

* Construction Plant & Maintenance of service Building & Roads.
* Constructed the trusses & ware houses, residential buildings.
* Supervision of new Constructed commercial project and housing at Delhi.

**PERSONAL INFORMATION**

Date of Birth - Dec 18th 1987  
 Nationality - Indian  
 Marital Status – Unmarried  
 Languages - English, Hindi

Present Address – Okhla

Passport No – K0437124

Pancard No - BGGPK2952L

**RIHAN KHAN**