

# ZAYER GHOFRAN, PROFESSIONAL ENGINEER



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## PROFESSIONAL SUMMARY

An enthusiast Civil Engineer skilled in **Project Coordination & Management, Project Planning & Tracking, Project Estimation and Control**, looking to enhance & innovate my skills further in Middle East market.

## SKILLS & ABILITIES

- Project Coordination
- Project Planning / Tracking
- Project Specification
- Project Meetings
- Project Costing / Quantities
- Project Maintenance & Management

## WORK EXPERIENCE

- March '22 – Jan '23**     **Project Coordinator, JAVEDAN CORPORATION LTD. (ARIF HABIB GROUP)**  
*Project : Globe Residency – R.I.E.T (Multiple High Rise Apartments G+18)*
- Generating project presentations to highlight current status and project's worth.
  - Taking RFI responses from head office, arranging project fortnightly meetings and making Minutes of Meeting.
  - Supporting the managers and team members in project tasks, eliminating discrepancies by gathering and examining data.
  - Participates in internal product development meetings to determine the expectations, timelines, and procurement requirements for new products.
  - Assembles and displays numerical and illustrative data to present prepared estimate; responsible for estimating process.
  - Drafting Contractual letters/notices to Employer/Client/Engineer in accordance with the contract.
  - Reviewing procurement orders by checking the quality, quantity, price and accuracy of items.
  - Tracking & controlling Project Construction Schedule with the approved project yard stick.
  - Maintaining all type of project documents (Submittals, Transmittals, Revised drawings etc.) with record and updating document log on a regular basis.
- Jan '21 – Feb '22**     **Project Coordinator, GULZARI ASSOCIATES**  
*Project : 20x Luxury Villas & Farmhouses at DHA City*
- Reviewing and issuing drawings as per the BOQ
  - Create and execute procurement and contract management guidelines, rules, and practices
  - Coordination with procurement team to bring required material equipment at site
  - Attends vendor meetings to discuss better price, product quality, and delivery
  - Compiles, evaluates, and summarizes information and patterns to create progress reports and project presentations.
  - In charge of project correspondence among the vendors, client & Consultant team.
  - Daily Site visit to ensure timely progress
- Nov '20 – Dec '20**     **Intern, PRINCIPAL BUILDERS**  
*Project : Navy Housing Scheme High Rise Apartments*
- Learn to study drawings & Quantity take off
  - Responsible for drawing and submittal submissions and corrections
  - Visiting sites & learning construction techniques

## EDUCATION

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<b>2017 – 2021</b>	B.E CIVIL, NED University of Engineering & Technology
<b>2015 – 2017</b>	Pre Engineering, Sir Adamjee Institute
<b>2013 – 2015</b>	CAIE O-Levels, The City School (Cambridge International Board UK)

## SOFTWARES

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- AutoCAD/Revit
- MS Office/Project
- Primavera P6
- BIM

## MAJOR PROJECTS & KEY ACHIEVEMENTS

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- Agrocon (**Winner**)-ACI Std. Chapter
- Colcreton - ACI Student Chapter
- Community Service – Dar-ul-Sukoon
- Scaled down Roller Coaster – ‘No Limits’
- Residential Plot – BIM Software
- Bearing Capacity Check – Statics and Dynamics

## LANGUAGES

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- English – Full Proficiency
- Arabic – Basic
- Hindi/Urdu – Full Proficiency