



# MAVIA NAEEM

## CIVIL ENGINEER

### PROFILE

Achievement oriented civil engineer offering a remarkable career taking on and successfully delivering on increasingly challenging projects. Exceptional at building and leading specialized teams that apply engineering principles and innovative solutions to deliver projects according to clients' specifications.



### WORK EXPERIENCE

#### Quantity Surveyor

**Value Engineering Pvt. Ltd - Pakistan**

**Nov 2023 - August 2024**

- Drawings reading
- Measuring all dimensions from drawings by Planswift & bluebeam.
- Calculating Linear foot, areas and volumes and link them in excel
- Putting the rates of these materials
- Making bills of all works separately
- Calculating the total amount estimate on a project
- Prepare a document containing whole information regarding this estimate



#### Civil Internee

**At Mall of Mirpur constructed by A+1**

**ENGINEERING (PVT) LTD**

**Aug 2021 - Oct 2021**

- Basic survey
- Foundation work detailing
- Shuttering & Steel fixing
- Pouring of concrete
- Detail Review of construction plans



#### Remote Quantity Surveyor

**AL-RAYAN Properties, London, UK**

**2020 - Present**

- Calculation of all architectural, structural, sanitary, electrical works
- Getting unit costs from given websites
- Estimation of material & labor cost
- Measure quantities of construction materials using Planswift and MS Excel
- Making a summary of all quantities
- Have done banglows', villas', shopping malls' and mosques' estimations
- Most projects are located in South Africa, Somalia



#### Remote Quantity Surveyor & Drafter

**THE CONSTRUCTION HOUSE, Perth WA**

**2023 - Present**

- Calculation of all construction works
- Calculation of material
- Calculation of labor
- Measure quantities of construction materials using Planswift and MS Excel
- Making a summary of all quantities
- Making Summary of whole calculation
- Also preparing architectural and structural drawings



#### Remote EarthWorks and Dams Estimator

**OCEANUS, New Zealand**

**2024 - Present**

- Used to measure quantities of all site works-Earth works quantities
- Mostly consist of Roads and Dams Projects
- Used to measure labor and machinery time duration to do that project
- Give the final schedule of quantities as well as cost of hole project.



#### Remote Bid Manager

**Davidson, North Carolina USA**

**MARCH 2024 - Present**

- Hunt Projects from different sites
- Contact General Contractors for RFI
- Concrete Floor finishes takeoffs in VU360
- Writing a proposal to General Contractor
- Preparing estimates on QuickBooks.
- Follow Up GCs.
- Update each and every project information of company on ClickUp.



### CONTACT



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**Address**

Islamabad, Pakistan



## EDUCATION

### PRE-Engineering 2018

READ Foundation College Bimber  
Azad Kashmir

### Bachelor of Civil Engineering 2018 - 2022

Mirpur University of Science and  
Technology (MUST)

### FINAL YEAR PROJECT 2022

Effect of biochar on physical and  
mechanical properties of concrete

### Short Course of Quantity Surveying & Cost Estimation 2021

University of Salford

### Chief Executive officer MAVIA99 CONSTRUCTION 2020 - Present

- Take construction estimation & project management orders
- Deal with clients and satisfy them about our services
- Manage orders of steel structural projects by self doing and outsourcing
- Review and correct final deliverable files
- Manage working team on different projects
- Summary of whole calculations
- Reports analysis
- Suggestions regarding cost reduction
- Suggestions regarding construction activities adjustment
- Suggestions regarding time reduction
- Land purchasing decisions based on factors affecting cost of construction

### Cost Estimator On fiverr, Upwork 2020 - Present

- Detail Review of construction plans.
- Calculating architectural, steel structural, plumbing, electrical and insulations quantity survey and cost estimate.
- Substructure & Superstructure quantity surveying
- Excavation, filling & Foundation trenches quantity surveying
- Steel bars & Bending bars schedule take off
- RCC, PCC, DPC material take off
- Glass work, wood work, brick work, earth work & Aluminium Work takeoff
- Ceilings, lintels & tiles quantity surveying
- Finishing Details (Paints, plywood) take off
- Masonry & Labor cost estimate
- Consultancy charges estimate
- Development charges estimation
- Miscellaneous unforeseen items cost estimation
- Taking quantities according to NRM1, CESMM4, SMM7 and local formats
- Preparing final BOQ sheet by exporting all takeoffs on Microsoft Excel
- Projects of wall insulation estimation in New Zealand
- GIFA calculation project in UK
- Excavations calculation projects in Singapore
- Detailed steel calculation and apartment projects in South Africa
- Detailed manual Area calculation and road construction project in Canada
- Boundary wall detailed estimation in Bahrain
- Reports on cost analysis and foundations' estimation in Australia and UK.
- Construction of wooden stairs in United States
- Quantity Surveys of paint finishes for basements in Saudi Arabia
- Construction area calculations projects in United States
- Water Tanks construction projects' quantity survey
- Shopping malls quantity survey in AJK and Somaliland
- A lot of residential buildings' projects are located in UK, USA, Canada, Dubai, Australia, Singapore, Saudi Arabia, Bahrain, Somaliland, Netherland, New Zealand, Pakistan, AJK & South Africa, Cyprus totally 17 countries
- Reports on cost affected by different factors for particular projects
- Reports regarding calculations used for quantity surveys
- Have done more than 80 projects in 17 different countries, you can have a look on all of them on LinkedIn profile

### Architectural Draftman On fiverr and local projects 2023 - Present

- Detailed review of survey report
- Analyzing the need of client
- Making rough sketches as an option for client
- Suggestion of location of rooms and doors etc
- Initial setting of AutoCAD
- Drawing plan on AutoCAD
- Coloring to walls, doors and windows etc
- Landscaping
- Furniture placing
- Preparation of drawing sheet layout including client and project name, date and location etc
- Exporting dwg. file into pdf formate
- Delivering to client.



## SKILLS & EXPERTISE

Quantity Surveying



Cost Estimation



Project Management



Planswift



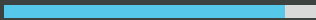
Primavera P6



AutoCAD



Etabs



BlueBeam



MS Excel



Budget Management



QuickBooks



CRM



MS Word



Powerpoint



Sketching



Results Compiling



Written Communication Skills



Computer Literacy



VU360



ClickpUP



### Structural Draftman

On fiverr

2023 - Present

- Detailed review of architectural drawings
- Importing architectural drawings to take measurements
- Initial unit, code, grids and storey data setting in Etabs
- Modeling of a structure in Etabs
- Defining appropriate location of columns, beams etc
- Applying load cases on structure
- Analyzing of structure
- Trying different section to pass members
- Detailing of members
- Selection of steels bars if reinforcement is installed
- Preparation of structural drawings sheets

fiverr

### Project Management Services

On fiverr

2020 - Present

- Detail Review of construction plans.
- Calender setting i.e. working hours, days etc
- Currencies setting for cost estimation
- Enterprises Project Structure setting i.e. project starting and ending, responsible manager etc
- Work Break Down Structure
- Assigning activities and sub-works
- Duration and starting ending mild-stones on activities
- Assigning predecessors
- Assigning relations between activities
- Addition of resources
- Pricing of resources
- Adding baselines
- Gantt chart preparations
- Analysis of critical path for activities
- Suggesting the most time saving manner of construction
- Exporting Gantt Chart in pdf
- Report Writing of whole construction procedure for that particular construction
- Calculating duration of project keeping in view the lag due to unforeseen circumstances
- Also telling the budget required for construction projects

fiverr

### Customer Relation Manager

ZONG Franchise AJK

2018

- Dealt with customers
- Run CRM system
- Activated SIM packages
- Activated SIM cards
- Load activation
- PUK Query

ZONG 4G  
A NEW DREAM



## CERTIFICATIONS & AWARDS



## LANGUAGES

- English

**6.5 BANDS IN IELTS**

- Urdu

## NETWORKS & MEMBERSHIPS

1. Pakistan Engineering Council
2. American Society of Civil Engineers

## RECOMMENDATION

1. Dr. Syed Zishan Ashiq
2. Dr. Muhammad Hassan

1. **Building Information Modeling (BIM) by PEC - 2018**
2. **Development of Technical Team and Execution of a Project by PEC - 2021**
3. **One day CPD webinar on Solar and wind power potential in Pakistan by Pakistan Engineering Council - 2023**
4. **Attended 1st SCCEE International Virtual Conference: Building the future - Innovations and Challenges in Sustainable Civil Engineering**
5. **One day CPD webinar on Dynamic Entrepreneurship for engineers by Pakistan Engineering Council - 2023**
6. **One day CPD webinar on Chat GPT and professional Integrity by Pakistan Engineering Council - 2023**
7. **One day CPD webinar on Business Process Transformation by Pakistan Engineering Council - 2024**
8. **Participation in Workshop on Civil 3D by UET - 2021**
9. **Completion of English Access Microscholarship Program by U.S. Embassy ICT - 2015**
10. **Three days Training Workshop on Mastering Skills to win scholarships by Global UGRAD-Pakistan - 2024**
11. **3rd position in speech competition all over AJK by BAZM-E-ROSHNI - 2012**
12. **Participation in declamation Contest at University level by IYS- 2018**
13. **Participation in Essay Writing Contest all over Pakistan by TNU - 2020**
14. **Participation in Interdepartmental Presentation Competition by SCSE- 2021**
15. **Participation in GRE Mock Test by UET - 2021**
16. **28th Annual Science Competition by NMST- 2015**
17. **29th Annual Science Competition by NMST - 2016**
18. **Participation in Sketching Contest all over Pakistan by MASKED'20 - 2021**
19. **Participation in Painting Contest all over Pakistan by SCO - 2021**
20. **Participation in Singing Contest all over Pakistan by FANOON AL-ADABIA - 2020**
21. **Participation in Singing Contest all over South Asia by CCF ARMY - 2020**
22. **2nd Position in speech contest at district level by BAZM-E-ROSHNI - 2011**
23. **Seerat-e-Nabi Quiz Competition by SEERAT E TAYYABA - 2012**
24. **2ND Position in speech contest at district level by BAZM-E-ROSHNI - 2012**
25. **Excellence performance on Iqbal Day by Read Foundation School Bhimber Rajani - 2013**
26. **3RD Position in speech contest at district level by Islamic Jamiyat e Tulba - 2013**
27. **1st position in speech contest on Iqbal day by BAZM-E-ROSHNI - 2013**
28. **1st position at district level in Singing competition by Rising Pakistan Student's Gala -2013**
29. **3rd Position in speech contest at district level by Bazam-e-Adab - 2015**
30. **2nd position in speech contest at district level by Read Foundation School System - 2016**
31. **More than 90% marks in Matric by Read Foundation School System - 2017**
32. **Gold medal in academic career by Read Foundation School System - 2017**
33. **1st Position in speech contest at district level by Read Foundation School System - 2017**