
Sk Md Arif Shakil

BSC Civil Engineering

129 Block B Uttar, Baluchar
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skshakil.sa@gmail.com

KEY SKILLS AND COMPETENCIES

I have advanced computer skills in the following Microsoft Office software: Word, Excel, and PowerPoint. I have intermediate skills in the following technical software: Autodesk AutoCAD, Etabs, SAP basic and Sketch-Up.

EXPERIENCE

Future Voices International, United Kingdom- *Project Assistant*

OCT 2012 - JUL 2013

- Responsible for the organization of transport and booking.
- Securing venues for project implementation.
- Assisting with translation and note taking.

Grand Sylhet Hotel, Sylhet- *Architectural Assistant*

DEC 2014 - DEC 2014

- Assisted international lead architect in day-to-day living in Sylhet City.
- Participated in worksite tours and project development.

Engineering Planning Consultancy Team, Sylhet- *Assistant Engineer*

MAY 2018- SEP 2018

- Responsible for construction site supervision, monitoring and maintenance.
- Soil sample collection and reports.
- Project design and collaboration.

The Lighthouse School, Sylhet- *Assistant teacher*

NOV 2018- Date

EDUCATION

Leading University, Sylhet- *BSC (Hon's) Civil Engineering*

2013-2016

A secured CGPA 2.51 in the scale of 4.00.

Blue Bird School & College, Sylhet- *HSC*

2009-2011

Higher Secondary Certificate examination held in 2011 and secured G.P.A 4.50 in the scale of 5.00.

Buraiya High School & College, Sunamgonj- *SSC*

2004-2009

Secondary Certificate Examination held in the month of February-March, 2009 and secured G.P.A 4.56 in the scale of 5.00.

Personal Summary

An enthusiastic and highly motivated person who has a clear understanding of the role and responsibilities associated with being a civil engineer. Having the ability to provide support for multiple concurrent priorities, Shakil is able to establish, maintain and develop effective working relationships with service users, operational teams, delivery partners and colleagues. He possesses a broad range of technical, personal effectiveness and leadership skills and uses rigorous logic and methods to come up with effective solutions to difficult problems. As someone who is comfortable with and able to effectively cope with change, he has a long track record of making best use of any available resources and techniques. He is currently looking for a suitable position with an ambitious company where he will be working with industry experts, people who have the skills and experience to make a real difference to his future.

Civil Engineering Attributes

- Responsible for the organization of transport and booking.
- Knowledge of contract technical specifications and their implementation.
- Familiar with relevant civil engineering design software e.g. Micro drainage, Civil's 3D. Moderate ability with AutoCAD.
- Knowledge of Local Authority Design Guides for Highways in Residential and Commercial Estates.
- Superb creative thinking skills and the ability to evaluate designs, plans and projects.
- A good understanding of High Voltage substation design.

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- Promoting the highest standards of safety onsite at all times.
Experience of the road maintenance related services undertaken e.g. winter maintenance, street lighting, traffic management etc.
 - Designing reinforced concrete structures. Assessing the environmental impact and risks connected to projects.

Professional Attributes

- Able to check the work of others & supervise less experienced or junior staff.
- Pricing, quoting and resourcing work within delegated authority levels.
Writing accurate technical reports.
- Computer literate and conversant with MS Office suite and relevant engineering software packages.
- Assisting with competency appraisal processes for junior staff.
Capable of defining and leading assignments.
- Always willing to help other less experienced team members with workloads.
- Supporting any procurement processes.

Personal Attributes

- Good communication, planning and organizational skills.
- Highly developed numeracy and computer literacy skills.
- Self-motivator and the ability to motivate others.
- Keeping up to date with industry best practice.
- Able to work on your own initiative as well as being a team player

References

Future Voices International - CEO Director

Sadiq Miah
Birmingham
United Kingdom
Tel: +44 77548 90946
Email: info@futurevoicesinternational.org

Engineering Planning Consultancy Team

Nurul Huda
Assistant Engineer
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