

Curriculum Vitae

Mustafa Dawood

F/N: Muhammad Dawood

Date of birth: 05/5/1997

Place of birth: Takhar Province



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Mustafa Dawood

Kabul, Afghanistan

Objectives: Honesty, hardworking and tolerance are the values. I have to be decorated and like to get my experiences, skills and knowledge in the favor of peace, security, rule of law, rebuilding, reform and development, to be as a great Civil Engineer of my homeland. And to fulfill the dreams of my parents by serving to my country.

Academic Qualifications:

- 2018 Graduated from Alberoni University Engineering Faculty, Civil Department.
- 2017 Certified in using of surveying tools (Total station, Level...) in Kabul Poly Technic University.
- 2014 Graduated from Abo Osman Taluqani High School.
- 2012 Certified in English Language, from Massoud Foundation.

Other Qualifications:

- ✚ Knowledge to understand the engineering technical words and abbreviations.
- ✚ Good communication skills (English, Pashto and Dari).
- ✚ Working knowledge of MS Office suite & Auto CAD.
- ✚ Able to report on project progress.
- ✚ Able to implement construction project in site.
- ✚ Ability to control quality of construction project.
- ✚ Familiar with construction tools and machines.

Language Literacy:

	<u>Reading</u>	<u>Writing</u>	<u>Speaking</u>
<u>Pashto</u>	Excellent	Good	Good
<u>Dari</u>	Excellent	Excellent	Excellent
<u>English</u>	Excellent	Excellent	Excellent

Duties & Responsibilities:

- Coordinate community proposed projects with related government department and other aid agencies.
- Development of appropriate monitoring and evaluation tools and systems for company projects.
- Assistance in the design of a monitoring and evaluation data base for community projects.
- Work closely with district team and report to the District Engineer/ District Manager.
- Regular field visits and provide technical assistance to district engineers.
- Monitor and evaluate the book keeping records and guide the process if required.
- Responsible for writing, compiling, editing, and finalizing all project reports (internal and external).
- Maintaining a filing system for all project documents.
- Project cost estimation.
- Drawing architectural map.
- Monitoring projects.
- Controlling project cost and implementation.

Computer Literacy

Engineering Programs:

- *AutoCAD (2D,3D)*
- *Civil 3D*
- *STAAD pro*
- *Primavera*
- *3D Max*

Soft wares:

- *Microsoft Office package 2013*
- *Photoshop 7,8*
- *Windows XP, 7 & 8*
- *Internet*
- *GIS*

I can operate following machines:

- *Printer*
- *Scanner*
- *Photocopy machine*

REFERENCES AVAILABLE UPON REQUEST

Eng. Ziauddin. Engineer at Kabul Municipality..... Cell # - 0093792875180

Eng. Maqsoud, Engineer at AWCC..... Cell # - 0093780471020