

Curriculum Vita

Personal Information:

Name: Nasratullah
 Last Name Najm
 Date of Birth: 1988
 Place of Birth: Baghlan Province
 Nationality: Afghan
 Marital status: Married
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Education background:

Institution	Place	Period	Subject
Kabul University	Kabul	2014-2016	B.Sc. in Civil Engineering
ATVI (Afghanistan Technical & Vocational Institute)	Kabul	2009 -2011	Construction Engineering
Abdul Razeq Shahid High School	Baghlan	1996-2008	High school

Training and courses:

INSTITUTION	PLACE	PERIOD	SUBJECT
Muslim Institute	Kabul	Jan 2010- Sep 2010	English Language
Mufaq Institute	Kabul	March 2010-Aug 2010	MS Office, (Word, Excel ...
TGC	India	July 2013-Aug 2013	Advance AutoCAD and 3ds Max
Afghan Engineering Relation Center	Kabul	Feb 2016- April 2016	Civil 3D
Afghan Engineering Relation Center	Kabul	Jan 2016-March 2016	SAP,SAFE & ETABS
Management & Leadership Educational Organization	Kabul	Sep 2016-Nov 2016	Proposal Writing, Management and Leadership
Asman Institute	Baghlan	Feb 2017-Dec 2017	English Language

Languages Skills:

LANGUAGE	READING	WRITING	SPEAKING	UNDERSTANDING
Pashto	Excellent	Excellent	Excellent	Excellent
Dari	Excellent	Excellent	Excellent	Excellent
English	Very Good	Very Good	Very Good	Very Good

Work Experience

1. Time period: from January 01, 2019 till February 2021

Position: Civil Engineer Engineer

Company: Power Construction Directorate/DABS

Location: Kabul, Kabul Afghanistan

- Monitoring of all infrastructure projects and construction activities.
- Estimation and preparation of bills of quantity for construction related projects.
- Preparation of technical specification for construction raw materials.
- Control the quality of work to insure the work has done according to the specified standards.
- Survey, Designing and preparation of bills of quantity for PCD related construction projects.
- Prepare technical progress report if any problem encountered at site mention in the report with alternative technical solution.
- Providing technical guidance and supervision in project and site construction activities.
- Attending public meetings and displays to discuss projects implementing all relevant regulatory requirements and correction of any project deficiencies
- Traveling to provinces for perform assignments, checking and construction controlling.

2. Time period: from May 01, 2018 till May 30, 2019

Position: QA/QC Construction Supervision Engineer

Company: AEC/UNICEF

Location: Pul e khomri, Baghlan Province Afghanistan

Duty and Responsibility: -

- Monitor contractor's work and certify the construction in accordance with established procedures, engineering standards and construction technical specification
- Applying Quality Assurance and Quality Control for better construction management of the project sites under the construction
- Review materials provision and test results providing by the contractor matching with the drawings, BoQ and technical specification
- Preparation of daily, weekly, monthly reports and completion report based on given format with the maintaining the daily records of weather, labor, working hours, equipment, machinery and other related issues need for the report.
- Reviewing of the contractors' invoices matching with the actual works executed at the project site and approval of the invoices based on contract

Nasratullah Najm

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3. Time period: from November 2011 till November 2013

Position: Construction Engineer.

Company: **GIZ**- Community Development Project

Location: Tarin Kot, Urozgan Province Afghanistan

Duty and Responsibility: -

- Assist the Int. Implementation Manager in project planning, implementation and monitoring.
- Assist in finance, accounting administration of projects.
- Technical planning and progress report about field activities.
- Estimate cost calculation for projects.
- Determine and draft Bill of quantity (BOQS) for different project.
- Draw AutoCAD drawings for construction projects.
- Drafting of reports when necessary.
- Responsible for Cobblestone project implementation and documentation
- Any other task assigned within the line of duty.

Computer Skills:-

Computer Skills:

MS Office, MS Project, Primavera, Internet, Auto CAD, Staad Pro., SAP, SAFE & ETABS, Civil3D

It is also mentionable to that I have good Typing skills of English, Arabic, Pashto and Dari Languages too

Other skills:-

I can use all the modern official and Engineering Equipment's as Printer, Digital Camera, Compass, Tilt meter, Label printer, Sunset, GPS, Level, Theodolite and Total station.

References:-

1. Nadir Jahid

Planning and Engineering Manager at Power Construction Directorate/ De Afghanistan Breshna Sherkat, Kabul Afghanistan.

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2. Najibullah Nadiri

Country Project Coordinator at AYA Engineering and Architectural Company, Kabul

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3. Bertie Willemse

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