



ZAHIDULLAH MATIN

Position: ICCR Scholarship
University: IIT Kharagpur

Dear Sir/ Madam

With this letter, I hereby wish to state my motivation for entrance to the master program in Environmental Engineering and management at The IIT Kharagpur. I appreciate this opportunity to introduce myself for the ICCR scholarship and I believe it is a great opportunity to support my application for the above-mentioned program.

I am a curious and motivated graduate with Bachelor degrees of Civil Engineering from Dawat university and English literature from Kabul Education university. I am currently working as a Quality Assurance Engineer at one of the most famous government organizations in Afghanistan called Capital Region Development Authority. Since my Under-graduate course, it was my main goal to pursue my MSc in environmental engineering and management. Therefore, with my educational background and working experience in Different filed of engineering, I believe I am a suitable candidate for this scholarship program.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any question or need further clarification of my experience. I would love to meet with you and discuss the position in detail.

Thank you for your consideration.

Sincerely,
Zahidullah Matin



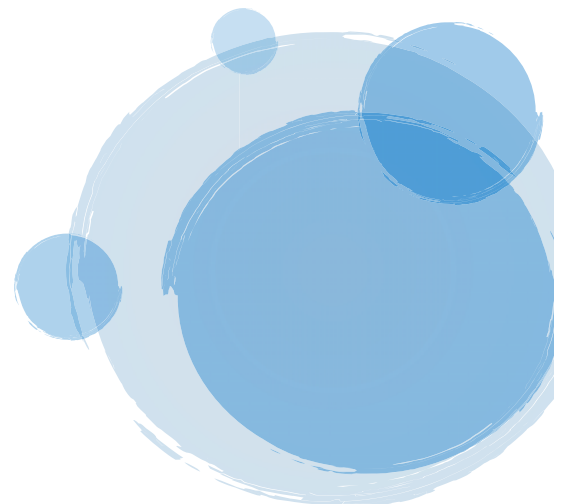
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ZAHIDULLAH MATIN

Experience

2017– Up to now

Construction Quality Assurance • QA engineer • CRIDA

Key Qualifications & Responsibilities

- Preparation of tender documents (Bill of Quantity, Request for Proposal, Expression of Interest and Scope of Work) of projects for proposals Provides and arranges required plans and technical documents for public facilities development.
- Perform monitoring and evaluate the construction sites based on specification and design drawing of vertical structure.
- Performing routine inspections and quality tests.
- Identifying and resolving workflow and production issues.
- Ensuring that standards and safety regulations are observed.
- Addressing and discussing issues and proposed solutions with superiors.
- Documenting quality assurance activities and creating audit reports.
- Making recommendations for improvement.
- Monitoring and evaluate bid documents of companies for infrastructure project.

Key Achievements

- Quality Assurance of different infrastructure projects such as Taimani Stone Road, Taimani Canal, Eid Gah Masjid stone Road and Canal, Qalacha Stone Road, Shash Parcha Stone Roads, Qala Shanan stone Road
- Preparation of tender documents of different infrastructure project.
- Evaluation of bid documents in different contract source such as opening source and single source.
- Project management of Kabul River cleaning with labor and machinery.

2016–2017

Structural engineering • Structure design Engineer • CRIDA

Key Qualifications & Responsibilities

- Design of Vertical Structure as per local and standard codes (IBC 2012, ACI, ASCE7-10, AISC, LRFD, UBC, and etc.) and performing structural analysis calculations utilizing known engineering software (ETABS, SAP, SAFE, and etc.).
- Provision of estimation and cost breakdown for every project including of quantity of material required, skilled and unskilled labor




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requirement, and prepare detailed quantity analysis, rate analysis to prepare comprehensive bill of quantity of the project.

- Drawing of structural elements with the known software (Auto CAD)

Key Achievements

- Structural design and detail drawing of different buildings such as Elementary School type III, Abdul Hai Habibi high School, Governor Building-block D, Secondary School type B-II, Model House 450 sqm.
- Preparing standard structural layers and symbols according to ACI code.

2015–2016

Civil Engineer • Project Engineer • SCRC (Sayed Shirazi Construction and Road Company)

Key Qualifications & Responsibilities

- Daily inspection of sites and construction activities to be performed according to drawings and specifications.
- Controlling and observation of activities and make report according performed activities.
- Controlling and observation of QC tests in site.
- Conducting of all site meetings and other necessary meetings to proceed activities.

Key Achievements

- Completing the project as per given drawing and specification on the specific time.
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Education

Dawat University, Kabul, Afghanistan

BS in Civil Engineering

2014

Kabul Education University, Kabul, Afghanistan

BS in English Literature

2014

Khawaja Abdullah-e-Ansari, Kabul, Afghanistan

High School Diploma

2010

CIPE (Center for International Private Enterprise), Kabul, Afghanistan

Certificate

2010





Skills

Computer Skills:

- Auto CAD (2D & 3D)
- SAFE
- ETABS
- MS Excel
- MS Word
- MS PowerPoint
- MS Project
- Internet

Language Skills:

Mother tongue: Pashto

Dari: Excellent

English: Excellent

Urdu: Very Good

In addition, my typing speeds of mentioned languages are very good.

References

Noorullah Maroof

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