



One of the Reputable Industry is seeking graduates from Bachelor's in Civil Engineering

Requirements:

Min 3 years working experience.

***Duties and responsibilities:**

- Tender schedules:
- Engineering drawings and specifications to estimate total manpower, machinery and material required.
- Rate analysis to estimate total cost of projects and overhead estimations.
- Preparation of Bill of Quantities.
- Make work schedules.
- Track daily progress of work, the inventory level of materials on site and work shifts.
- Making of weekly progress charts and sending them to the senior.
- Make estimated cash flow statements on monthly basis.
- Maintain invoices record for work done.
- Implication of contract law and its interpretation in the project.
- Monitor the work of subcontractors and generate the bills of subcontractor
- Worked on contractual claims like damage claims, claims for extra works, loss of profit claims and extension claims for several different projects.

KEY SKILLS AND COMPETENCIES:

Good organizational and time management skills

- Good understanding of the tender process
- Budgeting
- Data analysis
- Financial Reporting
- Knowledge of AutoCAD, and Primavera
- Detail oriented
- Good written and verbal communication skills
- Good Mathematical and Excel Skills



Interested graduates may send their resumes at imanahmed77@gmail.com, with position title in the subject line.