

## **COVER LETTER**

**Mr. SAYYAD RIYAZ NASRAT**  
**Janranjani Apartment, Nanded**  
**City Pune: - 411024**  
**Email: - [sayyad.riyaz734@gmail.com](mailto:sayyad.riyaz734@gmail.com)**  
**Phone: - +917020197003**

**To Respected sir,**

**Sub :-**Application for a **Sr. Engineer Building Construction** post in your esteemed organization I take this opportunity to introduce myself as Riyaz Sayyad, had Completed Diploma in Civil Construction project works, I hereby enclosing my resume for your kind consideration & favor. Looking forward to begin a part of your organization.

**Thank you.**

**Yours sincerely**



**Riyaz Nasrat Sayyad**

# CURRICULUM VITAE

## **Riyaz Nasrat Sayyad**

Current At /post: - Nanded city Pune.

Dist.:- Pune, Maharashtra, India.

Pin: - 411041

Mob:--+91-7020197003

Email Id: - [sayyad.riyaz734@gmail.com](mailto:sayyad.riyaz734@gmail.com)

### **Objectives**

Seeking a career that is challenging and interesting, and lets me work on the leading Areas of technology, a job that gives me opportunities to learn, innovate and enhance My skills and strengths in conjunction with company goals and objectives.

### **Experience**

- **SAMARTHA BUIDCON (BANER PUNE)**

**February 1- 2019 - 2022 CURENTLY WORKING – 3 years 8 month**

**Sr.Civil Engineer**

Planning and execution of all daily Construction Activities as per Drawings and Specifications, site Billing and Estimation, Keeping the record, and making the work order to process the work, Execution of Rcc Form and Mivon work, Completing the work of flat and ready for possession, Estimating Building material quantity required on site,etc.

- **EMPEROS TRADE (BANER PUNE)**

**January 1 – 2015 - January 29 - 2019 - 4 years**

**Jr, civil engineer**

Estimation, Line out , Supervision all site work, leveling work, Billing RCC work, Execution of possession flats and makes check list of remaining work for completing task.etc.

**Total work of experience: - 7years 11months**

### Academic Profile

Sr. No	Course	School/College	Board/University	Year of Passing	Percentage/CPGA
1	Diploma (Civil Engineering)	Ajitdada Pawar Polytechnic College, Shrirampur	MSBTE	2014	60.69%
2	10 <sup>th</sup> (Matriculation)	K.B.P.M Vidyalay Kopargaon	State Board	2009	63.69%

### Technical Skills

- MS Office:- MS Word, MS Excel, MS Power Point (certified)
- AutoCAD (2022), 2D & 3D.(Certified)
- Google Sketch up 3d plans design (certified)
- Corel draw (certified)
- Adobe Photoshop (certified)
- BPMS (PORTAL REGISTER)

### Projects and Seminars

- Residential and Commercial Building Project Planning and design

### Strengths

- Good Verbal and Written Communication.
- Planning of activities as Per Schedule.
- Always interested to learn new technologies.
- Ability to deal with all kind of people diplomatically
- Execute the site and analysis the work with the help of plans
- Makes good communicate and allow the customer to axes for all sell achieved
- Exact point to point settings and management work will give to the customer

### Personal Details

- My Name : Riyaz Nasrat Sayyad
- Father's Name : Mr. Nasrat Mahemudh Ali Sayyad
- Gender : Male
- Date of Birth : 23<sup>rd</sup> May 1992
- Nationality : Indian
- Hobbies : Swimming, Travelling
- Interest : Social Work,
- Languages Speak & Write : Marathi, English, Hindi,
- Marital Status : Married

### Declaration

I hereby declare that all the information mentioned above is true and complete  
To the best of my knowledge and belief.

Date:-

Place: - Pune.

Yours Faithfully



Riyaz Nasrat Sayyad