



**Name:** MUHIYUDDIN

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**Personal Data:**

**DOB:** July. 16, 1994

**Sex:** Male

**Nationality:** Indian

**Marital Status:** Unmarried

**Hobbies:** Internet Surfing,  
Travelling, Photography, singing

**Objective:**

To make a good career by using my civil engineering as well as interior knowledge skills, hardworking and utilize my full confidence and knowledge in a suitable organization with my senior staff and their work.

**Education:**

**Professional Qualification:**

**B. Tech: - Civil Engineering.**

**Year of passing: - 2016**

**College** :- LINGAYA'S UNIVERSITY

**University** : - LINGAYA'S UNIVERSITY ,[NAAC ACCREDITED]  
Nachuali jasana road old Faridabad

**Marks obtained: - 6.5(Cgpa),61.75%.**

**Intermediate: - PCM Group.**

Year of passing: - 2012

Board : - CBSE Board.

Marks obtained: - 60% marks.

**High School :-10TH**

Year of passing:- 2010

Board : - CBSE Board.

Marks obtained: - 6.4(CGPA),60.8% marks.

**Experience:-**

- **Organization: Spotlight Enterprises**

**Duration: December 2020 – Present**

**Role: Assistant Operation Manager**

- ✓ Handled and Check the all drawings that provide by architecture.
- ✓ Taken out quantities of materials
- ✓ Makes the client bills and vendor bills.
- ✓ Distribute the labor for their work.
- ✓ Documentation
- ✓ Makes the daily progress report.
- ✓ Scheduling and Planning
- ✓ Deliver ~15 small ticket size (1-3 lakhs) and work on ~22 WIP projects every month.
- ✓ Understand drawings of all disciplines (civil, electrical, plumbing, carpentry, etc.) and prepare BOQ with quantities.
- ✓ Monitor site progress and update Tracker every day.
- ✓ Follow-up on pending design inputs, sample approvals and availability of execution front at site.
- ✓ Verify contractor bills/measurements as per approved methodology, certify and forward for the further process.

**Vendor management**

- ✓ Manage labor contractors and payroll labor.

**Projects: 2 ongoing civil & interior projects**

- **Organization: IDI Design Pvt Ltd.**

**Duration:** March 2017 – March 2019

**Role :** Civil Engineer, Site supervision

- ✓ Manage labor contractors and payroll labor.
- ✓ Distribute the labor for their work
- ✓ Supervise and execution of work

**PROJECT: 6 commercial civil and interior projects completed**

- **Organization: Livspace.com**

**Duration:** August 2019 – June 2020

**Projects: 10 residential civil and interior Projects Completed**

**Role: Service Expert, Site Execution and Labor management.**

- ✓ Handled and Check the all drawings that provide by architecture.
- ✓ Makes the client bills and vendor bills.
- ✓ Distribute the labor for their work.
- ✓ Documentation
- ✓ Makes the daily progress report.
- ✓ Scheduling and Planning
- ✓ Deliver ~15 small ticket size (1-3 lakhs) and work on ~22 WIP projects every month.

- **2 years of experience in interior and civil work as a site engineer in IDI Design Pvt Ltd.**
- **10 months in Livspace.com as Service Expert.**
- **Total of 3.11 years of experience in Civil and Interior work in both residential as well as commercial projects.**
- **Currently working as a Assistant Operation Manager in SPOTLIGHT ENTERPRISE.**

## Key Skills:

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**Languages:** - Hindi, English & Urdu

**Operating Systems:** - Windows XP, 7, 8.

A Well Experience in Basic use of Computers.

**Tools:** - AUTOCAD (2D planning), MS-Word, MS Excel, MS PowerPoint and MS Project.

## *Declaration:*

I do hereby declare that the above information is true to the best of my knowledge.

Place: New Delhi

Date:

MUHIYUDDIN  
(signature)