 **SYED ANZER JAVED**

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Dear Sir/ Madam,

It was with great interest that I read your recent posting on the online job portal for the position of civil engineer. In response, I enclose my resume for your consideration.

Review of my credentials will confirm that I possess **nearly 8 years** of qualitative experience in Site Management & Administration, Project Planning & Control, Estimation / Quantity Surveying, Quality Assurance, Material & Resource Management, Budgeting & Cost Control, Liaison & Coordination.

I am presently associated with **PACE, Manama, Kingdom of Bahrain** as **Civil Inspector.**

*The select highlights mentioned below are indicative of the work that I have managed; my resume sets forth further details.*

* Comprehensive experience in **end-to-end project planning, coordination & implementation from scope management to activity sequencing, effort & cost estimation and risk analysis to quality management** for construction of buildings (multi-story, residential, hotels, malls, car parking, clinics, hospitals and so on)
* Gained **insightful knowledge of QA/QC Monitoring Systems, procedures & certification**
* Proven acumen at **executing cost saving techniques/ measures** and modifications to achieve substantial reduction in expenditures and work within the budget
* **An enterprising leader** with skills in leading personnel towards accomplishment of common goals

I am willing to join your organization due to its attributes and placement as a leader in the industry, great organizational culture, spirit of innovation and professionalism. I am driven to this role on account of the organizational performance, values and challenges that it offers.

I commend your efforts in giving time to review my credentials and experience; I thank you in advance for your consideration and would appreciate the opportunity to interview and look forward towards hearing from you in the near future.

Thanking you,

Sincerely,

Syed Anzer Javed

Enclosure: Resume