



ARSLAN NASEER

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Islamabad, Pakistan

PROFESSIONAL SUMMARY

Results-driven Professional with a diverse background in Civil Engineering, Data Management, and Administrative Operations. Currently serving as a Sub Engineer at Military Engineering Services, I bring a unique blend of technical field supervision and high-level digital proficiency. Proven track record in managing complex project schedules, ensuring site safety compliance, and maintaining meticulous data accuracy. Adept at coordinating between skilled professionals and subcontractors to deliver projects on time and within budget. Committed to leveraging strong communication skills and a problem-solving mindset to drive organizational growth and operational excellence.

CORE SKILLS

- **Engineering & Construction:** Site Supervision & Inspection, Staff Scheduling, Material Management, Safety Compliance, Making Daily Site Reports.
 - **Administrative:** Project Management, Decision Making, Office Administration, Inventory Control, Documentations
 - **Technical/Digital:** MS Office (Word, Excel), Data Entry, System Troubleshooting, Database Management
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PROFESSIONAL EXPERIENCE

Sub Engineer Civil

Military Engineering Services (MES) | Islamabad, Pakistan

January 2024 – Present

- Spearhead technical supervision for civil engineering projects, ensuring all works align with rigorous quality benchmarks and government safety standards.
- Facilitate seamless coordination between contractors, consultants, and internal departments to optimize resource allocation and meet project milestones.
- Maintain comprehensive technical documentation and progress reports, providing critical data for infrastructure development reviews.
- Perform regular site inspections to identify and mitigate potential structural or safety risks during the construction phase.

Data Entry Operator

Python Leads Pvt Ltd | Islamabad, Pakistan

January 2023 - December 2023

- Executed high-volume data entry tasks with a focus on 100% accuracy and strict adherence to organizational deadlines.
- Streamlined data workflows by compiling, verifying, and sorting source documents to ensure high-quality input for computer systems.
- Conducted regular data audits to identify and resolve discrepancies, ensuring the integrity and reliability of the central database.
- Leveraged a foundational understanding of database structures to assist in the digital organization of company information.

Computer Operator / Admin

Window Zone Largest Upvc Windows and Doors System | Islamabad, Pakistan

May 2021 – October 2022

- Optimized computer system performance through proactive monitoring and maintenance, significantly reducing downtime and enhancing office productivity.
- Provided technical support by troubleshooting hardware and software issues, ensuring a stable digital environment for all employees.
- Directed administrative functions including record management, budget oversight, and procurement of office supplies to maintain operational continuity.
- Implemented improved filing and documentation systems to enhance the accessibility and security of company records.

Site Supervisor

IKSA Construction Compy| Rawalpindi, Pakistan

August 2019 – March 2021

- Managed onsite labor forces and subcontractors, fostering a collaborative environment to ensure project specifications were met.
- Partnered with Project Managers to develop strategic work plans and oversaw the logistics of construction material deliveries.
- Enforced strict safety protocols and conducted daily inspections to ensure a zero-accident workplace environment.
- Prepared detailed site reports and participated in management meetings to provide stakeholders with accurate project status updates.

EDUCATION

Degree : B.Com (Bachelor of Commerce)

University : Allama Iqbal Open University (AIOU)

Completion Year : In progress

Degree : DAE Civil (Diploma of Associate Engineering)

University : Construction Technology and Training Institute Islamabad (CTTI)

Completion Year : 2019

Degree : SSC (Secondary School Certificate)

University : Quaid E Azam Secondary School and Degree College Rawalpindi

Completion Year : 2016

CERTIFICATION

Course : Computer Course

Institute : FTI Rawalpindi, Pakistan

Duration : 06 Months

LANGUAGES

English : Fluent

Urdu : Fluent

"Let me know if anything in CV Concerns you"