

Assad Kaleem  
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23215, Jeddah  
Kingdom Of Saudi Arabia  
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+966 59 2736 726  
assadkaleem7@gmail.com

Dear Sir,

I am writing to express my strong interest in the Civil Foreman position at your company as advertised. With a proven track record in overseeing diverse construction projects, I am confident in my ability to contribute effectively to your team.

In my previous role, I held a pivotal position where I led a team of 15 to 25 workers, specializing in carpentry and steelwork. My responsibilities extended to managing various construction tasks, including earthwork, excavation, backfilling, and levelling of sites and roads.

Adaptability is a key strength of mine, as evidenced by successfully handling different tasks based on site conditions. One of the highlights of my experience includes expertise in waterproofing pedestal walls and slabs, showcasing a comprehensive understanding of construction techniques. Through effective leadership and coordination, I ensured that projects were completed with precision and adhered to the highest standards of quality and safety.

I am confident that my hands-on experience, leadership skills, and dedication to delivering successful projects align well with the requirements.

I am eager to bring my skills and commitment to excellence to your esteemed team and contribute to the continued success of your projects.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills make me a strong fit for the civil foreman position.

Sincerely,

Assad Kaleem



# ASSAD KALEEM

Civil Foreman



## About Me

Performance driven qualified civil Foreman with +14 years of extensive experience in the construction industry. Adept at managing & coordinating construction workers, performing various on-site activities & resolving any on-site issues. possess well developed leadership skills.



## Experience

2011 - 2024  
still on job

Saudi Services for Electro Mechanic works (SSEM) | Civil Foreman

2009 - 2011

Muhammad Bin Ali Contracting & Co.  
Sultanate Of Oman | Assistant Foreman



## Education

2004 - 2007

Government's Poly Technique Institute |  
Diploma Of Associate Engineer

2003 - 2004

Government's High School | High  
Secondary School



## Projects

2011 - 2013

| Rafha Power Plant

2013 - 2018

| 4 Sub Station Of 110 KV In Makkha Region

2018 - 2020

| 380 KV Sub Station At Riyadh Airport

2020 - 2022

| Water Tanks & Pump House Station Taif

2022 - 2024  
on job

| Shoaibha SWCC-2,380KV Sub Station &  
Over Head Transmission Line

## Contact Me

+966552606547

assadkaleem7@gmail.com

## Other Info

### Skills

Reading blue print drawings  
Building and mechanical  
knowledge  
Math and physics literacy  
Ability to work under pressure  
Communication skills  
Leadership skills  
Problem solving  
Time management

### Awards

Certificate of Apperciation of  
the valuable contribution to  
HSE.(2017)

### Languages

English, Arabic