Alamin hossain

Documentation and Planning Engineer

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SUMMARY

Civil Engineer with 2+ years across Mega EPC, residential, and bridge projects, including Rooppur NPP and NDE Ltd. Improvement of Aricha (R-506) Regional Highway. Skilled in Primavera P6, planned vs. actual tracking, BOQ, and QA/QC documentation.

SKILLS

Primavera P6, Construction Scheduling, Critical Path Method (CPM), Look-ahead Planning, Resource Leveling, Milestone Planning, S-Curve Progress Tracking, Baselines and WBS, Progress Measurement and Reporting, Planned vs. Actual Variance Analysis, BOQ Preparation, Quantity Take-off, Cost Control, Budgeting and Forecasting, Document Control, Transmittals and Revision Control, Audit-Ready Submission Packages, GOST Documentation System, QA/QC Records, BNBC 2020 Compliance, Cross-Party Coordination, Advanced MS Excel, Google Workspace, MS Word, MS PowerPoint, Canva

EXPERIENCE

Documentation and Planning Engineer Mar 2026 – Present

The Civil Engineers Ltd., RNPP, Ishwardi, Pabna

- Managed 50+ milestone completion files in an Excel and Google Sheets tracker, logging status, revision, approval stage, and planned vs. actual dates; weekly reviews flagged files over 5 working days behind plan.
- Built a pre-submission checklist against Rosatom documentation requirements covering drawings, test reports, certificates, and QA/QC records, cutting resubmission loops by an estimated 30% toward a 90%+ first-pass acceptance target.
- Compiled audit-ready submission packages cross-referencing 4 record types (drawings, test reports, certificates, QA/QC records) so every quantity or result traces to a signed record.
- Coordinated document review and sign-off across 3 parties (TCEL, JSC ASE, BAEC), maintaining a transmittal and revision log that tracked each document's issue, comment, and approval chain.
- Controlled document numbering, revisions, and versions under the GOST system using one live register, and issued weekly status reports of completed, pending, and overdue files to site management.
- Aligned milestone dates for 50+ files with the Primavera P6 master schedule (WBS, baselines, planned vs. actual) to escalate documentation delays before they affected construction milestones.

Civil Engineer Sep 2025 – Oct 2025

Desh Engineers and Consults , Dhaka, Bangladesh

- Prepared BOQs and quantity take-offs for 3+ concurrent residential and commercial projects over 12 months, cross-checking every quantity against the latest drawings.
- Built weekly and monthly work schedules with site teams and issued monthly progress reports comparing planned vs. actual percent complete, keeping 3+ projects on schedule.
- Verified structural, plumbing, and finishing works against BNBC 2020 before concrete pours and finishes were closed, flagging deviations early to prevent rework and delay.
- Resolved timeline conflicts between contractors, consultants, and clients by resequencing activities and agreeing revised dates in writing.

Quality Assurance Engineer Mar 2024 – Sep 2024

M/S Projukty Prokousholy, Nagarpur, Tangail

- Maintained site diaries, material registers, and daily logs for a 74-metre RCC girder bridge, creating roughly 150 dated entries over 6 months for a 25+ person workforce.

- Reconciled received vs. consumed materials weekly, catching shortages before they could stop a concrete pour.
- Performed quantity take-offs for the bridge superstructure and contributed to tender documents, keeping quantities consistent between tender and executed work.
- Coordinated subcontractor and labor crew handoffs across 25+ workers to protect the construction sequence.

Intern Sep 2023 – Dec 2023

AK Builders Ltd., Dhaka, Bangladesh

- Assisted senior engineers on multi-storey residential buildings with setting out, levelling, and concrete quality checks, keeping element positions and levels within tolerance.
- Maintained as-built records and supported daily site safety monitoring across roughly 80 working days over 4 months.

EDUCATION

BSc in Civil Engineering Jan 2020 – Jan 2024

International University of Business Agriculture and Technology, Sector-10, Uttara, Dhaka, Bangladesh

- CGPA: 3.12 / 4.00
- Thesis : Effects of Meteorological Parameters on Air Quality at Dhaka (Farmgate)

HSC (Science) Jun 2017 – Apr 2019

Ullapara Science College , Ullapara, Sirajganj

- GPA: 4.83/5.00

CERTIFICATIONS

Construction Scheduling Aug 2026
Columbia University

Advanced Resource and Enterprise Management in Primavera P6 - Packt Sep 2026
Coursera

Primavera P6: Project Setup and Basic Management - Packt Jul 2026
Coursera

Canva Essentials Feb 2026
Canva

Work Smarter with Microsoft Excel May 2026
Microsoft

AWARDS AND ACTIVITIES

Organizing Secretary - IUBAT Students Association of Sirajganj

Lead a 12 person team and successfully organized multiple social and Cultural Events

LANGUAGES

English (Fluent), Bangla (Native)