**Curriculum Vitae (CV)**

**Example CV**

# Construction & Engineering Sector

## Candidate Details

**Name:** Mr/Mrs/Miss/Dr/Professor **Date of Birth:**07 July 1977

**Profession:** ProfessionalCivil Engineer **Nationality:** Motswana

**Current Position:** Project Manager **Years with the Firm:** n/a

**Current Employer:** ABC Engineering & Construction. **Passport/ID**: 1234567

## Qualifications Overview

1. **Technical Proficiency:**

* Experienced with Botswana, and South Africa (Colto) specifications for roads and structures.
* Proficient in FIDIC forms of contract.
* Computer skills include proficiency in Windows operating system, Microsoft Office (Word, PowerPoint, Publisher, Excel), Microsoft Project, AutoCAD, and CCS (Construction Computer Software- CANDY).

1. **Management Skills: (insert info if applicable-)**

* Demonstrated ability in improving production on site, leading projects that are falling behind schedule and budget into improved productivity targets.
* Developed systems to monitor direct cost vs. budget and planned productions vs. actual outcomes.

1. **Other Skills & Knowledge:**

* Experience in representing Contractors for tender site inspections and producing technical reports for the estimating team.
* Worked closely with the Estimating department during tender submissions to ensure realistic budget preparation and analysis of bill items.

## Experience Overview

1. **Construction and/or Project Management:**

* Directly managed construction of over 150km of water lines, major reservoirs, pump stations, and associated chambers, along with 270 Km of roads and infrastructure, including heavy earthworks operations of over 3 million cubic meters and construction of 15 to 20 structures across the UK, Botswana, Namibia, and Tanzania.

1. **Leadership and Workforce Management:**

* Led and managed a workforce of over 1000 people and over 120 plants and equipment across multiple departments (Construction operations, Plant, Survey, HSE, Administration, Laboratory, QA/QC, Accounts).
* Experienced in working in remote locations and establishing sites for up to 100 staff members and 150 Operators.

1. **Safety and Productivity Improvement:**

* A proven track record for leading projects from falling behind on schedule and budget to meeting improved productivity targets, to the required quality, increasing revenue, with a safety record of zero accidents.

## Education

**Qualification 1:** BEng (Hons) Civil Engineering,

**University**: University of Gaborone

**Country:** Botswana

**Qualification 2:** MSc Architectural Design,

**University:** University of Manchester

**Country:** Manchester, UK.

## Professional Membership

* Professional Engineer with Engineering Registration Board in Botswana.
* Member of Botswana Institute of Engineers

## Other Certifications and Qualifications

* OSHAS HSE
* PMI

## Types of Contracts- Experience

* FIDIC 1999
* FIDIC 2017
* NEC Option A
* JBCC

## Experience in Project Specifications:

* Botswana Roads and Bridge Works
* SABS
* COLTO

## Experience by Sectors and professions:

* **Professions**
  + Designer Engineer
  + Construction Engineer
  + Surveyor
  + Estimator
  + Quantity Surveyor
  + Measurement Engineer
  + Foreman
  + HSE
  + Traffic Management
* **Types of Projects involved in:**
  + Waste water.
  + Pipelines
  + Road works
  + Bridges
  + Buildings
  + Infrastructure

## Languages

Setswana, English and French

## Experience Record

**Work Experience Template**

**EXPERIENCE RECORD**

**Start Date:** [Enter Start Date]

**End Date:** - [Enter End Date]

**Company Name:** [Enter Company Name]

**Project:** [Project Name / Description]

**Project Value:** [Currency and Amount]

**Position:** [Your Position]

**Relevant Technical Experience:** [Describe relevant technical skills, technologies used, methodologies applied, or any technical achievements specific to this role]

**Description of Works:** [Brief description of the project and your contributions]

**Roles and Responsibilities:**

* [Responsibility 1: Description]
* [Responsibility 2: Description]
* [Add additional responsibilities as needed]

***Instructions***

Replace each bracketed placeholder with the appropriate details of your work experience.

For multiple positions or projects, copy the template for each entry.

Emphasize significant achievements, responsibilities, and technical competencies to highlight your expertise and contributions. *(See Blow Example)*

***Example Entry:***

**Start Date:** March 2017

**End Date:** November 2020

**Company Name:** ABC Construction/Engineering

**Project:** Construction of Road “A” to Road “B” Project to Dual Carriageway

**Project Value:** BWP 1,777,777

**Position:** Project Manager/Engineer

**Relevant Technical Experience:**

Managed the upgrade of a 17 Km Road incorporating modern dual carriageway standards. Techniques included advanced earthworks, bridge construction, and implementing a new traffic light system. Utilized project management software for planning and resource allocation, ensuring adherence to Southern Africa Specifications for Roads and Bridge Works.

**Description of Works:**

Upgraded a 17km Road to Dual Carriageway Standard, including bridges, interchanges, and roadworks.

**Roles and Responsibilities:**

Served as Contractor’s Representative on Site, reported directly to Area Manager.

Oversaw all construction works in compliance with contract specifications and HSE procedures.

Managed the relocation of 10Km of high-pressure water mains, ensuring minimal disruption.

Liaised with Employer and Consultant to align project outcomes with strategic objectives.

Directed a team of 700 personnel across various departments, fostering teamwork and efficiency.

*[Repeat template for additional work experience entries]*

## References

**Attached are references letters from:**

* **Company A**
* **Company B**
* **Company C**
* **Add more reference letters, if needed**

## Certifications

I confirm and certify that to the best of my knowledge and belief, that by sending this CV to Freedom77 Recruitment, that the data correctly describes me, my qualifications, and my experience.