

# Wajeeha Ansari, EIT, CAPM

## Engineer In Training

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### EMPLOYMENT HISTORY

**Advanced Engineering Group Inc., Edmonton**  
01/2024 to Present  
Engineer In Training

**Cost Estimator (Freelance )**  
04/2019-05/2022

**ZCL Pvt Ltd , Karachi**  
**Project Coordinator**  
03/2009-06/2012

### EDUCATION

**Bachelor of Science in Civil Engineering**  
NED University of Engineering & Technology  
2009

### SPECIALIST COURSES

- Certified Associate in Project Management (CAPM)
- Autocad Civil 3D Advanced level course - NAIT
- CSTS (Construction Safety Training System) Certification

### SOFTWARE COURSES

- AutoCAD Civil 3D
- AutoCAD 2D-3D
- InfraWorks
- Navisworks
- Microsoft Office Suite (Word, Excel, PowerPoint, project)
- GIS Software (ArcGIS)

### PROFESSIONAL AFFILIATION

- Member, American Society of Civil Engineers (ASCE)
- Registered Member of APEGA as Engineer-in-Training (EIT)

### SOFT SKILLS

- Strong attention to detail
- Effective communication
- Time management and multitasking
- Team collaboration
- Analytical thinking

### Career Highlights and Expertise

Highly skilled Civil 3D Designer with 5+years of experience in civil engineering projects, including land development, roadways, utilities, and grading. Adept at producing accurate 2D and 3D designs, construction documentation, and collaborating with multidisciplinary teams to deliver successful projects. Passionate about leveraging cutting-edge technology to solve complex design challenges.

### PROFESSIONAL EXPERIENCE

#### Civil Engineer In Training with AEGI

- Developed detailed 3D models and 2D construction documentation for residential, commercial, and municipal projects.
- Created and optimized grading designs for efficient stormwater drainage and site balance.
- Designed and modeled utility networks, including water, sewer, and storm drainage systems.
- Coordinated with engineers, architects, and stakeholders to ensure project alignment.
- Performed quantity takeoffs and earthwork volume calculations.
- Implemented design changes based on client and regulatory feedback.
- Maintained project documentation and ensured compliance with local codes and standards.
- Produced civil engineering drawings, including site plans, grading plans, and utility layouts.
- Conducted surface modeling and analysis for roadway and land development projects.
- Assisted with traffic control plans and roadway design alignments.
- Utilized Civil 3D's corridor modeling features for road design.
- Supported engineers in preparing design reports and technical documentation

#### Cost Estimator

- Analyzed project specifications, blueprints, and structural drawings to prepare detailed cost estimates for civil and infrastructure projects, including roads, drainage systems, and stormwater management.
- Collaborated with project managers, engineers, and contractors to gather data for material, labor, and equipment cost estimates.
- Developed accurate budget forecasts, allowing project teams to maintain financial controls and minimize cost overruns.
- Negotiated with subcontractors and vendors to secure competitive prices, reducing project costs by up to 15% through strategic sourcing and price comparison.
- Conducted risk assessments and contingency planning to ensure cost accuracy and project feasibility.
- Updated estimates based on changes in project scope and schedule, ensuring the project remained on budget.

#### Project Coordinator

- Facilitated communication between the Project Manager and project stakeholders, ensuring all parties are aligned and informed throughout the project.
- Conducted schedule updates and monitored progress against critical milestones, proactively identifying variances and recommending strategic corrective actions to maintain project timelines.
- Assisted in the development of tender and contract documents, as well as maintaining project controls to monitor cost, scope, and quality.
- Actively engaged in project meetings, meticulously recording critical decisions and action items to ensure clear communication and accountability through comprehensive meeting minutes.
- Contributed to the preparation of progress reports, highlighting key achievements, risks, and upcoming milestones for client presentations.

**Projects**

- **EDSON SUBDIVISION PROJECT, Residential Development Design**
  - Developed a complete site design, including grading, utilities, and roadway alignments, using Civil 3D.