

Md Mahbubur Rahman

CONSTRUCTION SITE ADMINISTRATION | DOCUMENT CONTROL | SITE SUPPORT

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August 11, 2026

Hiring Manager

Primont Homes

9130 Leslie St., Suite 301

Richmond Hill, ON L4B 0B9

Re: Site Clerk – Vaughan / Brampton

Dear Hiring Manager,

I am pleased to apply for the **Site Clerk** position with Primont Homes. I am a Civil Engineering professional currently completing my MEng at Toronto Metropolitan University, with graduation expected in Fall 2026. My construction background includes site documentation, RFIs and submittals, drawing control, purchase orders, material coordination, progress records, subcontractor communication, and quality and safety follow-up.

My experience aligns well with the position:

- **Site Documentation:** Maintained and coordinated project drawings, RFIs, submittals, inspection and progress records, and distributed current project information to consultants, subcontractors, and site personnel.
- **Purchase Orders & Materials:** Prepared material requisitions and purchase orders, coordinated supplier quotations and deliveries, and maintained supporting procurement records.
- **Site Support & Coordination:** Supported daily site activities through progress tracking, drawing review, subcontractor coordination, deficiency follow-up, and communication with project stakeholders.
- **Tools & Organization:** Strong working knowledge of Microsoft Excel, Word, and Outlook, with knowledge of Procore and Bluebeam Revu and the ability to learn new construction-management systems quickly.

I am particularly interested in Primont because of its long-standing focus on **quality homebuilding, craftsmanship, integrity, and creating communities where families can grow**. The opportunity to support active residential sites in Vaughan and Brampton would allow me to contribute my practical construction-documentation skills while continuing to develop my Canadian residential construction experience.

I hold a valid Ontario Class G driver's licence, have access to a reliable vehicle, and am available for site-based work in Vaughan and Brampton.

Thank you for considering my application. I would welcome the opportunity to discuss how my site-support, documentation, and coordination experience can contribute to your construction team.

Sincerely,

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PROFILE

Civil Engineering professional with hands-on experience supporting construction site teams through project documentation, RFIs and submittals, drawing control, purchase orders, material coordination, progress records, subcontractor communication, and safety/quality follow-up. Experienced in residential and building construction and comfortable working in fast-paced site environments requiring accuracy, organization, and timely follow-up. Currently completing an MEng in Civil Engineering at Toronto Metropolitan University.

RELEVANT SKILLS

Site Administration: RFIs, submittals, drawings, document filing/distribution, progress records, purchase orders, material/supplier records, site coordination, inspection documentation, deficiency follow-up

Software: Microsoft Excel, Word, Outlook; MS Project; AutoCAD; Procore (knowledge); Bluebeam Revu (knowledge)

PROFESSIONAL EXPERIENCE

Project Engineer | Green Boulevard Contracting LLC, Dubai, UAE | Jul 2016 - Nov 2024

- Maintained and coordinated project drawings, RFIs, submittals, inspection records, progress documentation, and site correspondence for building and infrastructure work.
- Prepared material requisitions and purchase orders, obtained and compared supplier quotations, coordinated deliveries, and followed up with subcontractors and suppliers on site requirements.
- Supported daily site coordination by reviewing drawings, tracking progress and outstanding items, communicating updates to consultants/subcontractors, and maintaining organized project records.
- Supported quality and safety follow-up by recording deficiencies/non-conformances, coordinating corrective actions, and maintaining inspection and completion documentation.

Site Engineer | Matar Building Contracting LLC, Sharjah, UAE | Jan 2012 - May 2016

- Supported residential construction site operations through drawing review, trade coordination, material tracking, progress records, inspection follow-up, and day-to-day communication with site personnel.
- Prepared quantity takeoffs and material requirements; coordinated supplier quotations, purchase information, deliveries, and supporting records for concrete, blockwork, plaster, paint, tile, and related works.
- Maintained site documentation and followed up on consultant comments, inspections, deficiencies, and outstanding construction items.

RELEVANT GRADUATE STUDY - TORONTO METROPOLITAN UNIVERSITY

Construction Administration & Management (CV8105): project documentation and administration, tendering/contracts, CPM/PERT scheduling, safety, resource management, stakeholder communication, conflict resolution, BIM, and construction data.

Project Execution, Monitoring & Control (PM8002): project monitoring, cost/schedule control, risk, QA/safety, stakeholder coordination, and project closeout.

EDUCATION

Master of Engineering (MEng), Civil Engineering | Toronto Metropolitan University | Expected Fall 2026

Bachelor of Science in Civil Engineering | Rajshahi University of Engineering & Technology (RUET) | WES Canadian equivalency completed

ADDITIONAL INFORMATION

Eligible to work in Canada without sponsorship | Valid Ontario Class G driver's license | Access to a reliable vehicle | Available for Vaughan/Brampton site work | Rapid learner of new construction systems