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|  | **Abrar** [**Abrar.272774@2freemail.com**](mailto:Abrar.272774@2freemail.com)    **(for any suitable job)** | |  |
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| ***Professional Profile*** | | I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with five years’ of experience in handling fleet tracking, monitoring and reporting, I am excellent in working with others to achieve a certain objective on time and with excellence. | |
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| ***Work Experience*** | | **IVMS Administrator / Road Safety Coordinator**  Consolidated Contractors International Company  Sahil & Shah Full Field Development Project (SAS FFD)  Main Client :ADCO  Main Contractor: TR (Tecnicas Reunidas)  Abu Dhabi (U.A.E)  **IVMS Operator / Administrator**  ***Dealing with***   * Operating all types of vehicles through IVMS (In Vehicle Monitoring System) * Having all the vehicles installed / fixed with IVMS system * Configuring the vehicles to make a connection between vehicles and computer * Online Monitoring of the vehicles * Active Tracking and logging of the vehicles * Geo-fencing the area to set new speed limits on all the vehicles (specific areas to avoid accidents in high risk areas as required by ADCO) * Preparation of bi-weekly IVMS Reports to ADCO/TR * Event reports (Harsh Acceleration / Braking / Over-speeding/Desert Over-speeding/ Seat Belt / Passengers Belt / Restricted Zone over-speeding etc) / RAG Reports / Trip Reports / Location reports/Daily Activity Timeline report * Responding to the queries of IVMS disorder / malfunctions | **MAY 2010 - APRIL 2015** |
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| **Journey Management**  ***Dealing with***   * Convening Periodical Internal Meetings * Conducting TBT (Tool Box Talk) of the drivers / operators * Calculating Trip Report to avoid Night Driving in Mobile Areas * Motivating all the drivers / users/ operators to work safe * Setting routes / Time estimation / and Mileage of that route through IVMS * Applying Code of Conduct (COC) on IVMS violators * Nominating /Rewarding the best drivers of the month * Setting good and well driving behavior through rewards / motivation * Periodical Monitoring of all safety documents * Keeping record of Inspection of daily vehicle check list * Tracking the driving behavior while driving through IVMS * Updating the records (ADCO Driving License / Registrations / Security Passes |  |
| **Maintaining Records**  ***Dealing with***   * Fuel Consumption Reports * Monthly Equipment Time Cards * Monthly Running Cost of IVMS * Reports of 3G SIMS Billing (SIMS used in IVMS) * Back-charging to sub-contractors (IVMS) * ADCO Driving Licenses of the drivers * IVMS Stock Reports * Drinking Water Consumption Report * Maintaining Daily Water Trips Log * Water Stock Report |  |
| **Plant Inspection**  ***Dealing with***   * Internal Inspection of all the plants * Keeping the plant ready for external inspection by ADCO/TR * Submitting RFI (Request for Inspection) to ADCO * Getting all the plants inspected time to time by ADCO * Applying for re-inspection of plants after three months. * Maintaining the record of inspection |  |
|  | | **Transportation Duties**  ***Dealing with***   * Hiring drivers on vehicles * Mobilizing / demobilizing plants (ensuring exit and entrance Gate pass) * Responding to emergencies or handling afterhours situation * Training, advising, consulting * Dealing with daily routine matters * Keep all the necessary record up-to-date (Driver / Plant List) |  |
| ***Achievements*** | | * Best Supervisor of the Month * Safety Award |  |
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| ***Skills*** | | **Technical**  ***Operating and Using Computer***  Understanding the basic concepts of IT, which include;   * MS Office * Web Browsing * Windows based applications * Inpage (Urdu / Arabic Typing / Drafting) * Corel DRAW * Designing / Drafting | **3 Months** |
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| **Official / Intellectual**  ***Daily Matter-handling techniques***   * Team Work * Working and coping under pressure * Communication skills both verbal & listening * Good working relation with moral ethics * Good behavioral approach * Financial Awareness * Time management * Health, safety & Environment knowledge * Thinking of new layouts |  |
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| **Communication**  ***(Speaking /Listening /Writing / Reading Skills)***   * English (Good) * Arabic (Good) | |
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| ***Education*** | | **Punjab University**  ***Bachelor of Commerce (IT)***  The degree is designed to provide the student with a wide range of managerial and administrative skills. | **2003** |
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| Particulars and information above are true and correct as can be verified with either documents or by other way. | | | |