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|  | **Abrar** **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 :ADCOMain 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
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| **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
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| **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
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|  | **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)
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| ***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. |