**Nationality: Pakistani DOB : 5/10/1975**

**GCC EXPERIENCE: 2.6 YEAR TOTAL EXPERIENCE: 6 YEAR**

**CAREER OBJECTIVE** **A challenging career in the field of Operation, HR and Admin by working with a Well-reputed organization that will give me an opportunity to work harder and longer at any of my contemporary.**

**QUALIFICATION.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.no** | **DEGREE** | **INSTITUTION** | **SPECIALIZATION** |
| **1** | **Master in Public Administration** | **Management Sciences** | **Human Resource Management** |

**Languages Known : English, Urdu, pushto, Arabi**

**EXPERIENCE**

**BAB KHAYBER (PVT) BUSES TRANSPORT SHARJAH**

1. **ACCOUNTANT CUM ADMINISTRATOR OPERATION**
   * **Maintains time and attendance records of the transport staff**
   * **Maintains logbooks and records on assigned vehicles;**
   * **Maintains office records, establishes reference files on various subjects for archiving, and make**

**Sure all Marked-For- Archiving-Documents are scanned and filed as per the company standards in**

**Soft copy on the Storage servers**

* + **Maintains and handles the telecommunication related work i.e. Etisalat bills and queries.**
  + **Follows up on all request, vehicle-related permits and documents with the concern department & offices**
  + **Assists the supervision of the work performance of the drivers**

**KEMCO QATAR (Group of Companies)**

**1.1 SUPERVISOR OPERATION: FLEET MANAGEMENT & PLANT HIRE COMPANY.**

**I was working as Supervisor with Kemco Plant Hire Company. The sister company of the group of companies dealing with hiring and renting the heavy equipment (HDD, HVD, Cranes & Trenchers) and vehicles (Heavy & Light). Following responsibilities are given below,**

* **Supervision of the maintenance of all machinery.**
* **Supervision of Drivers & Operators Division.**
* **Supervision and Coordination for Third party Certification (TPC)**
* **Supervision of all purchasing for organization Plant through LPO.**
* **Complying the orders of Marketing Division.**
* **Coordination with the Marketing Division, the Clients and the Customers.**
* **Coordination and Cooperation with HR Department for Training and Development of manpower (drivers, operators, Riggers & helpers) and others personnel related activities**
* **Coordinating with Service center for breakdown and maintenance of Vehicle and Equipment for the provision of better and smooth services to the satisfaction of customer expectation.**

**1.2 HR & ADMINISTRATIVE OFFICER: PLANT HIRE:**

**Before promoting to the operation job I had been assigned the duties of HR work with additional responsibilities of Administrative activities.**

**1.3 DOCUMENT CONTROLLER: PLANT HIRE.**

**I joined the Kemco Plant Hire Company as document controller with additional responsibility of purchasing work.**

**2. Co-ordinater: National Commission for Human Development (NCHD)**

* **Basic school Monitoring**
* **To support the teacher to provide Quality education to the children.**
* **To mobilize the community and parents for increasing enrolment to reduce the Dropout children.**
* **To Conduct the Broad based community meeting for the problem existing at primary level.**
* **To provide a technical support to the education deportment to canalizing the system according to the policies of education deportment.**
* **Stabilizing coordination with all level education department. Administrative and teacher association to achieve the targets of the NCHD.**

**3. CO-ORDINATER: HOPE (NON GOVERNMENT ORGANIZATION)**

* **Managing all kind of resources of project human, financial and material to keep the activities on a smooth line.**
* **Supervision of project on daily basis to achieve a ultimate target specified as per work plan and organization plan.**
* **Coordination with all team members to avoid over lapping and conflict arising among them and stake holder.**
* **Coordination and liaison with others Organization working on deferent activities in terms of development of the society.**
* **Making Planning and organizing policies at lower level and implementing the policies as described in planning documents.**
* **Conducting HR activities. Mainly Giving Trainings to Different Community Board Organizations (CBO) to ensure participation of the community and making them aware of the organization activity.**

**4. HR and ADMIN Assistant PTCL**

* **Provision of secretarial and administrative support in order to contribute to the smooth operation of the department**
* **Responsible for staff queries, welfare, personnel files, vacation and flight arrangements.**
* **To assist in preparation of training requirements as and when required.**
* **Co ordination between HR and admin depots. for planning and implementations of employee training programmers, focusing on the companies objectives.**
* **Planning and implementation of employees training programmers.**
* **Also coordinating with HR for staffing, housing, welfare and team building activities with view to improve motivation levels among staff, arranging interviews and selection candidates etc.**
* **On selection of a candidate, conducting background checks and releasing offer letters.**
* **Taking care of the joining formalities of a new joinee.**
* **Conducting induction for new comers by giving a briefing on the policies of the company.**
* **Maintaining personnel files for each employee with all their necessary personal records .**

**Computer Literacy**

* **Well Experience with IT work. (MS OFFICE,XP, OUTLOOK, NETWORKING)**

**First Name of Application CV No:** **1701030**

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