***Ashaknaz***



# *B.Sc, M.B.A (Marketing)*

## E-mail: [ashaknaz.369888@2freemail.com](mailto:ashaknaz.369888@2freemail.com)

**Career Objectives:**

To accept challenging positions in an organization, to grow on my personal abilities, to provide effective & efficient administrative support in order to enhance my professional abilities as well as for the growth of organization.

**Academic Record:**

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| **Degree** | **% Age** | **Session** | **Institution** |
| **M.B.A** (Marketing) **1450/2000GPA3.03** | **72.50** | 1995- 97 | **The International University, Lahore**. **Pakistan** |
| **B.Sc.** (Stats, Eco & Math’s.) **409/800** | **51.13** | 1990 -93 | **Govt. Dyal Singh College, Lahore**. **Pakistan** |
| **F.Sc.** (Stats, Eco & Math’s.) **626/1100** | **56.90** | 1987 -90 | **Board of Intermediate & Secondary Education, Lahore**. **Pakistan** |
| **Matric** (Science) **436/850** | **51.29** | 1987 | **St. Franciscan High School, Lahore**. **Pakistan** |

***PROJECTS RELATED WITH MY COURSES:***

* **Research & Marketing plan, including SWOT Analysis on “Lipton Tea”**
* **Research & Marketing plan, including SWOT Analysis for “ Super Crisp”**
* **Report on selling Techniques.**
* **Report and Survey on Friends Diaries, including SWOT Analysis.**
* **How to alleviate Poverty.**
* **Report on the 7% Devaluation of Rupees occurred in October 1995.**
* **Project in “Wall’s Ice Cream “, including SWOT Analysis.**

***HEALTH AND SAFETY PROJECT PARTICIPATION:***

* **Participates HSE Weekly Walkthroughs and ensure proper closed out of highlighted observations.**
* **Attended Various In- house safety seminars and functions**
* **Attended workshop and seminar in proper accident investigation**

Personal Profile:

**Marital status:** Married **Date of Birth:** 26th September 1971

**Extra Skills & Interests:**

1. **Debate**
2. **Social Work**
3. **Group Organization**
   * **Computer Literate ( MS Word, Excel)**
   * **Holding UAE Driving License # 745517 and Expiry date May 03, 2024.**

**Years of experience in Oil & Gas**

**Environment :** Ten (10)

**Years of relevant Experience**

**(Project, Turnaround experience in an oil &**

**Gas Environment) :** Seven (7)

**Number of Major TARs handled in**

**Oil & Gas environment :** Four (3)

**Worked in similar Role (in TARs of**

**magnitude >750,000 MHrs.in a tight**

**schedule <40 days with peak**

**manpower> 1000 :** Four (4)

**Details of Relevant Experience:**

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| **Sr.#** | **Client/ Organization** | **Year** |
| **OIL AND GAS SECTOR** | | |
| **1** | **In Charge Administration Borouge Shut Down 2017, Descon Engineering.** | **January 16, 2017 to Till Date** |
| **2** | **In Charge Administrationat Takreer Turnaround 2015-2016, Qatar Engineering & Construction LLC Compnay** | **September 10, 2015 to May 2016.** |
| **3** | **Site Project Coordinator at FER Project Das Island,**  **Qatar Engineering & Construction LLC Compnay** | **September, 2016 to January, 2017.** |
| **4** | **DY. Manager Administration RHPP PDO Project, Rabab Harwell Oman with Al Hassan Engineering** | **March 2015 to September 8, 2015.** |
| **5** | **In Charge Administration Takreer Shut Down 2014, Descon Engineering.** | **May, 2014 to February 2015.** |
| **6** | **In Charge Administration Takreer Refinery Expansion EPC-4 Project, Ruwais, Abu Dhabi Descon Engineering** | **September. 2011- May 2014** |
| **7** | **ADCO, Thamama ‘B’ Project, Habshan, Abu Dhabi, Descon Engineering** | **Jan. 2011-2011 September** |
| **8** | **ADGAS TA Train 1 and Boilers, Das Island, Abu Dhabi, Descon Engineering** | **2011** |
| **9** | **ADGAS TA Train 3 and Boilers, Das Island, Abu Dhabi** | **2010** |
| **10** | **Offshore Associated Gases Project and TAs, DAS Island** | **2007-2010** |
| **EDUCATIONAL SECTOR** | | |
| **11** | **Lamp Fellowship International, Lahore** | **2006-2007** |
| **12** | **Pamir Knot College** | **1997-2006** |
| **13** | **St. Thomas High School, Bahar Colony, Lahore** | **1992-1995** |

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| ***Duties and Responsibilities:*** |
| **MOBILIZATION ARRANGEMENTS**  To ensure the effective and smooth manpower mobilization at DAS to meet our workforce requirement at site in accordance with Mobilization Plan and making all other related arrangements.   * Ensures Timely submission of Security Pass and Optima Pass documents to relevant departments and return of expire Cards etc. * Making Flight Booking Request and getting confirmation from travel Section. * **Record keeping of all flight Logs issued by Airport Authorities at the Time of Arrival and Departure of Flight.** * Transport Arrangements at DAS and Abu Dhabi, if latter is required. * Safety Induction and Admin Orientation of all staff mobilized at DAS.   **ACCOMMODATION ARRANGEMENTS**   * Coordinating with ADGAS Accommodation Office and getting rooms and place for new arrival. * Providing Accommodation in accordance with Entitlement Sheet issued by Accommodation Office. * Marinating record of all room holders and ensuring discipline and standards lay down by Accommodation Office. * Clearing the room Holdings at the Time of Demobilization. * **Proper Record keeping of all room availing from camp to clear the invoice at the time of end of project.**   **MESS FACILITIES**   * Allocation of Mess and Provision of Mess Passes. * Time Arrangements with Mess Authorities to control the over flow of traffic specifically on Lunch Intervals. * Monitoring and maintaining peace and smooth flow of traffic at mess premises, especially for workforce.   **Support Activities / Event**   * Ensuring the Timing and allocation of grounds for different nationality in accordance with ADMA Sports Committees to avoid racial confrontation at the Island. * Conduct of Tournaments to maintain healthy environment at Island which can diminish frustration and produce positive and players like attitudes.   **House Keeping and Cleaning**   * Maintaining standards of House Keeping with in the premises of Project and offices. * Efforts to make DAS more clean and green and ensuring participation of people on event like House Keeping Campaign etc. |
| **PERSONNEL OFFICE / TIME OFFICE / PAYROLL SECTION**  **PERSONNEL OFFICE**   * Implementation of UAE Labour Law in its full sprit. * Publication of Working Days, Working Hours, Overtime, Holidays in accordance with prevailing Local Laws. * Implementation of Procedures lay down by Labor Ministry from time to time. * Manpower forecast and mapping to eradicate Shortfall. * Record Keeping and maintaining Confidentiality and Integrity of all Information and Records. * Taking appropriate Disciplinary Actions against the wrong doer in account of violation of Attendance Procedures, Habitual Absenteeism, Habitual Late Arrival, Breach of Employment Contract, Violating Safety protocols at DAS, actions contradictory to prevailing Law of Lands. * Issuance of Show Cause Notice, Charge Sheet and Termination Letter. * Following up of all case at Court of Law. * Responsible for recruitment / hiring of manpower (Temporary Employees), in coordination with Planning & FEDC Department of site in accordance with project requirement, to meet the day to day requirements of the project. * Making necessary arrangements for Hiring of manpower and particularly from South Asia, Visa Arrangements, Hotel Arrangements, and Issuance of Permission for hiring of personals from Government offices. * Maintains experience and training records of all Temporary employees working at site, particularly of technicians trained at the facility. * Ensure and maintain HSE orientation records of the employees of the Company as well as its sub-contractors.   **TIME OFFICE & PAYROLL SECTION**   * Establishment of Time Office and defining Attendance Procedures for Management Staff and for Field Labors. * Establishing Attendance Software y providing useful inputs. * Allocation of Area Wise manpower with coordination with Planning Department. * Looking after time office and coordinates cost center wise allocation of man hours. * Monitoring of Daily Attendance and ensuring Presence of personal at their workplace. * Strictly watching Absent Records and addressing the related factors. * Issuance of Daily Absent Repot * Issuance of Daily Strength Report * Issuance of Daily Late Arrival Report * Ensures efficient attendance record in conformity with company’s procedures. * Responsible for generation of Pay Roll. * Responsible for updating Leave record for all employees. * Following Rules and Regulation lay down by UAE Labour Laws. |
| **TRANSPORTATION**   * Maintaining fleet of 100 vehicles at site. * Responsible for travel arrangements as per entitlements / authorizations provided by the management. * Provision of Transport to Senior Management. * Monitors proper use and maintenance of company vehicles * Responsible for maintenance of Log Book. * Monitoring of Fuel Consumptions and clearing Invoices. * Obtaining Letter of Assistance for vehicles. * Timely renewal of Registration Pass and Security Passes. * Hiring of Vehicles on Contract basis from Transport Contractors. * Maintaining Leave cycle of Drivers. * Drivers training to abide traffic Rules set for DAS Islands and within the Plant Premises. * Clearance and making payments of all Fines imposed on Drivers or vehicles respectively. * Quarterly Inspection of Vehicles by CNIA Authorities. * Record keeping of all Vehicles / Drivers sublet to Client for clearing of claims and back charges respectively. |
| **Security & Discipline & Medical Facility**   * Ensures effective security arrangement of company’s and personal properties at site and camp. * Dealing with emergencies e.g. in case of any mishap, accidents at site. * Following Strictly Applied Medical Procedure at DAS Island. * Following all Protocols and Timings set by DAS Medical Clinic. * Issuance of Health Card to Personals. * Refunding Medical Expenditures. * Insurance Claims. |
| **Employees, Employer Relation and Achieving Targets**   * To ensure prevision of all entitlement of Employees. * To Safeguard and protect the Interests of Employer. * Elaborating employer policy to all employees and making trust bond stronger. * Eliminating trust defecate. * Protection of Company Secrets. * Implementation of Company Standard Operating Procedures. * Following up all litigations. * Making healthy relationship with other Organizations to bring good fame to Company. * Ensure the effective achievement of business area objectives through the strong leadership by – setting individual objectives, managing performance, developing and motivating staff, provision of formal and informal feedback and appraisal in order to maximize subordinate and the performance of the section. |
| **Taking the Ownership of Company QHSE Policy:**   * Accountable to create a safe working environment, manage risks, reduce exposure to hazardous liability and ensure implementation of QHSE policy. * Comply with all QA/QC standards (DIMS standards) as applicable to the company systems, policies, procedures, and documents in order to deliver the expected quality of work. |

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| Employer: | Lamp Fellowship International, Lahore |
| Duration: | **3rd August 2006 To December 2007** |
| Position: | Office Manager |
| Responsibilities: | Planning for Crusades, Training for youth, Fund Raising Policies, Correspondence, Report Writing for Magazine |
| Employer: | HamdardPublic School |
| Duration: | **7 Years ( April 1999 – August 2006)** |
| Assignment: | **Taught the following Classes.**  **O Levels, Grade 5, 6 & 7.**  **Subjects Taught : Math’s ( D- Series, Economics, Statistics )** |
| Responsibilities: | **C**ourse coordinator. **C**lass In charge. **E**xamination Control. |
|  | Conduct the Examination for Kangaroo Commission as a Manager in March 2005 |
| Employer: | PamirKnotCollege |
| Duration: | **1 Year 9 months (May 1997 – Feb 1999 )** |
| Position: | Office Manager |
| Responsibilities: | ***ADMINISTRATIVE:***   * **Designed and implemented the teacher’s working & Information System.** * **Deal with Vendors/Client (Supplier of Uniform, Books, Printers and Advertising Agency).** * **Handling internal or external communication.** * **Computerized the student’s record.** * **Recorded Different meeting minutes.**   ***TEACHING:***   * **Took substitute classes of Math’s, Economics, & Statistics.**   ***MARKETING / ADMISSION:***   * **Handling admission inquiries and the whole admission procedure.** * **Developed many marketing plans for the PamirKnotCollege.** |
| Employer: | Commercial Information (Pvt) Company Limited |
| Duration: | **4 months (Feb. 1997 – May. 1997)** |
| Position: | **Marketing Executive** |
| Responsibilities: | **Market Plan, Communication with Company’s,** |
|  | |
| Employer: | St. ThomasHigh School, Bahar Colony, Lahore |
| Duration: | **2 Years 3 months (Nov.1992 - Feb. 1995)** |
| Position: | **Teacher** |
| Responsibilities: | **C**ourse coordinator. **C**lass In charge. **E**xamination Controller. |
| Assignment: | **Taught the following Classes.**  **O Levels, Grade 8, 9 & 10.**  **Subjects Taught : Math’s (Punjab Text Board)** |

**References:**

**Avaiable on request.**

**MOBILIZATION ARRANGEMENTS**

**ACCOMMODATION ARRANGEMENTS**

**TRANSPORTATION**

**PERSONNEL OFFICE / TIME OFFICE / PAYROLL SECTION**

**Security & Discipline & Medical Facility**

**Taking the Ownership of Company QHSE Policy**

**Employees, Employer Relation and Achieving Targets**