**KHURRAM**

**Email:** khurram.380900@2freemail.com

**Objective:**

Seeking a challenging opportunity in Camp administration where I can apply my skill and experience to optimum use for delivering the desire results and to gain value addition from the job, enabling me to grow along with the organization and become a part of the management.

**Professional Work Experience:**

**Camp boss**

**Touchwood Décor & Furniture - SHARJAH, UAE2016 to until now**

## **Key role as a Camp Boss:**

* Verify and check compliances of camp on a day to day basis.
* Camp Administration and maintain workers records.
* Accommodation for new arrivals.
* Any sick person arrange medication, transportation if required.
* Checking rooms every day ( anybody absent or sick keep record)
* Keep record of water tanker (if buying from outside otherwise meter reading on weekly basis.
* Co-ordination with Admin. Dept. for new arrivals and departures.
* Camp entire maintenance issues which handled time to time.
* Demonstrate a personal commitment to Health, Safety and Environment through safety leadership

**Camp boss**

**SGME Services –Abu Dhabi, UAE Nov 2009 – Nov 2015**

## **Key role as Camp Boss:**

* Administrates and controls the labor camp accommodation.
* Performs regular tours and spot check on laborers dormitories and other related facilities and follow up on remedial action is case of any finding.
* Follow up on major work accidents taking place with laborers; coordinates with the HR and HSE teams ensuring that proper measures are being taken.
* Maintains records for the use of catering & laundry services and the expenditure of materials in Camp and issue daily / weekly and monthly status reports for management.
* Investigates on problems of laborers entailing safety, health and hygiene.
* Performs other tasks and activities as requested from the management.

**Administrative Assistant: October 2008 – October 2009**

***Pakistan Poverty Alleviation Fund – Islamabad, Pakistan***

* Provide daily administrative support with operations, logistics and procurement, including collecting vendor quotes.
* Arrange travel, hotel accommodations, and visa;
* Maintain hard copy and electronic office files, support the reception area, and receiving and directing guests and telephone calls.
* Adhere to PPAF project management policies, practices, and tools.
* Confirm and receive RSVPs for meetings, assist with invitations and tracking, and support administrative duties for meetings.
* Track use of office supplies and procure supplies
* Prepare administrative forms for project-related items.

**Personal Details**:

**Nationality:** Pakistani

**Date of Birth:** 17th November 1983

**Languages Known:** Urdu, English, and Hindi

**Education Qualification: Passed Year:**

* **Bachelors in Computer Science ( 4 Years Degree) 2002 - 2008**

 University of Agriculture Faisalabad

 *CGPA 2.76*

* **Fire Prevention And Fire Warden Training (Course no. 0037-FPFW)**
* **Fire Awareness Training Program For Employees (Certificate no. 416005152)**
* **Emergency First Aid (HABC Level 2) Certificate number FA1754438**

**Reference:**

 Reference and educational documents will be furnished on request.