**CURRICULAM VITAE**

 **ZULFIQAR**

**Email:** **zulfiqar.387490@2freemail.com**

**Position Applied For: *CAMP BOSS***

**OBJECT:**

**Holding UAE Light Vehicle Driving License(*Manual*).**

***IOSH*** Management Safety (MS)Certified

***FACILITY MANAGEMENT CERTIFIED***

To Secure a challenging position in fast developing environment where I can effectively utilize and enhance acquire skills experience at the optimum while making a positive contribution in achieving the organization goals with a strong belief in coordinating team efforts as well as personal career growth within the organization.

**EXPERIENCE**:

CURRENTLY:

Working as Logistics Officer with Air Arabia Airline Sharjah Airport UAE.

PREVIOUS EXPERIENCE:

4 years worked as Camp Boss /Camp Administration with Berkeley services Dubai UAE. Fab.2008-April 2011.

RESPONSIBILITY AND ROLE:

* Was responsible for the entire camp a work force of 1800 employees Maintaining documents related to Camp, Stores, Mess, and laundry.
* Manage labor accommodation which involves cleaning, maintenance occupancy in the camp, safety & security. Ensure discipline in the camp.
* Report workers staying in the camp/not reporting to duty on daily basis to HR along with the valid reason on each case.
* Daily camp checking, camp total details, daily reports & monthly reports sent to HR department.
* Handle all Location of rooms for new coming workers.
* Keeping updated records of all labors staying in accommodation.
* Responsible for the clearance of sewage water from septic tanks and garbage disposals.
* Handle immediate first aid and inform doctor inemerge emergency :

· 2 year worked as Transport supervisor with juma salim building company Dubai UAE.

**EDUCATION QUALIFICATION:**

* Graduation with Arts (Economics)
* Passed Higher Secondary School Certificate HSSC (*12th* *grade pass*).

**OTHER QUALIFICATION:**

* ***IOSH*** (Ms) certified
* Have Done six month computer diploma from muslim hands institute Pk.
* Have done *First Medical Aid* course from International Academy Islamabad Pak.

**Personal Qualities;**

Good Leadership Skills

Good personal presentation

Flexible approach to work duties

Ability to organise and prioritise workload

Committed to a high quality service

A friendly approach together with flexibility and adaptability

Reliability, confidence, energy, trustworthiness, hardworking and discreet

**Skills & Competencies;**

Able to work autonomously but also to be able to work as part of a team

Able to manage own time effectively

Able to take instruction and direction and complete tasks to the highest standard

Knowledge of Principles of Chemical Safety

A good working knowledge of English

A knowledge and willingness to apply safe working practices

A knowledge of how to use equipment necessary to carry out the assigned tasks

**COURSE OUTLINES ARE:**

* Customer Care
* Basic Fire Fighting Course
* CCTV & BMS Room Operation Training

Also Know the Computer Basics, Ms-Office, Internet, and Email.

**PERSONAL DETAILS:**

* Date of Birth 01-01-1989
* Religion Islam
* Nationality Pakistani

**LANGUAGE KNOWN:**

* English, Urdu, Hindi, & Arabic Basics (read, write, speak)

**LICENSE DETAILS:**

Vehicle Permitted: Light Vehicle. Manual

* License No 1575190
* Date of issue 27-04-2010
* Date of expiry 27-04-2020
* Place of Issue Dubai U.A.E