**Atif**

Fujairah U.A.E

Email: atif-394803@2freemail.com

Valid U.A.E Mannual Driving

Licsense

 SERVICE INDUSTRY PROFESSIONAL

 *(Offering an experience of over more than 5.5 years , seeking challenging assignments across the industry)*

# PROFESSIONAL EXPERIENCE

1. **Working as a Supervisor in U.A.E since 26/09/2018 till date.**

* **JOB RESPOSIBILITIES**
* **Assignment of activities to workers (Tradesman, Charge hand and Labors) who have the required skill to accomplish the job within tolerances.**
* **Ensuring plant availability at all times.**
* **Preventive & predictive maintenance of equipments.**
* **Ensuring that log books are maintained for each shift and problems are resolved in timely manner.**
* **Ensuring safe working conditions for all executives and workmen by continuous monitoring of all.**
* **Coordination with engineers, safety department etc.**
* **Organizing required material tools & equipment to the workplace.**
* **Planning of daily activities according to the instructions of engineer, project engineer and the availability of resources.**
1. **Worked as store and Purchase executive in (Mining and Crusher) Haryana for June 2015 to Sep 2018.**
* **JOB RESPOSIBILITIES**
* Maintained records of purchases and sales.
* Coordinated with suppliers to ensure that goods are delivered on-time.
* Negotiated price and terms with suppliers.
* Inspected goods for any defects and missing parts.
* Recommended improvements to purchasing procedures for operational efficiency.
* Performed purchase operations within the assigned budget.
1. **Worked as General foreman Haryana for Jan 2014 to June 2015**
* Assignment of activities to workers (Tradesman, Charge hand and Labors) who have the required skill to accomplish the job within tolerances.
* Coordination with engineers, safety department etc.
* Organizing required material tools & equipment to the workplace.
* Planning of daily activities according to the instructions of engineer, project engineer and the availability of resources.

# EDUCATIONAL CREDENTIALS

* Graduation from Uttarakhand University.
* Schooling from U.P BOARD.
* Diploma in Computer Hardware & Networking.
* M S Office, M S Word,M S Excel, M S Power point etc.

# PERSONAL DETAILS

Language known **:** English ,Hindi ,Urdu.

Date of Birth : 10th JUL 1988

Marital status : Married

Nationality : Indian

**DECLARATION:-**

**I hereby declare that the information furnished above is true to the best of my knowledge and belief.**

**Date-**

**Place-**

 **(Atif)**