**BILAL**

**Deputy MANAGER**

**Ex-Military Officer**

**Contact:** bilal-393430@2freemail.com

**CAREER SUMMERY**

Having served in Govt/ private organizations for over 9 years, I have considerable knowledge of managing projects, resources and staff in an effective and efficient manner. I have diverse experience in the field of Assets/ inventory management, Office management, Documents handling, Training of Personnel and Inter-Departmental Coordination. Now looking for a new and challenging position, one which will make best use of existing skills and experience and also further my personal and professional development.

**PROFESSIONAL EXPERIENCE**

**DEPUTY MANAGER DAUDKHEL in PAKISTAN (Jul 2018 – Till to Date)**

IWTDC, Pakistan operates Cargo, passenger and tourism ships on **Indus River**,

Pakistan. The key responsibilities included:

* Administrative Incharge of all the buildings, water borne ships & assets, River Ports, all accounts, employees management and their deployment to duties
* Ensuring the adequate supply of all required materials, components and equipment needed to upkeep all water borne ships
* Adequately handling all relevant **documents** pertaining to inventory, purchases, expenditures, training and personal record files
* Daily report to Organization Head on all matters including schedules, upcoming events, visits, follow-ups, operational / technical / logistics / training
* Played a lead role as Manager Daudkhel Port in the successful Reception/Hosting of the **Chief Minister Punjab**, **Pakistan** visit to IWTDC Daudkhel port alongwith other senior Govt officials
* Successfully hosted and assisted the media documentary team in compiling the short **documentary film** on operations of IWTDC required for National Transport policy

**EXECUTIVE BRANCH OFFICER (OPERATIONS) in Pakistan (Jul 2011 – Jul 2018)**

* Maintain **Event Records** including upcoming meeting, conferences, visits and commitments. Discussion with organization head for timely readiness
* Maintained all the study reports, important letters, records as per proper

**documentation** criteria and keeping their record

* Performed duties of Staff Officer Operations at Pakistan Navy Auxiliary Ship Squadron
* Timely responded and complied all the tasks assigned by **Higher Head Quarters** Pak Navy and subsequently designated the ships to fulfill the requirements
* Successfully handled the delegation of **UAE officials** in defense exhibition **IDEAS** for 3 days in 2016 at Karachi EXPO Centre
* Undergone professional Training Courses at PNS Bahadur including **Firefighting** and JOSDC at PNS RAHNUMA
* Ensuring the personal **safety** and safe working environment of staff at Ships

**GEOLOGICAL ENGINEER in ISLAMABAD (Apr 2010 - Jun 2011)**

* Supervised the Project of foundation design of the **High Commission of** **Canada,** Islamabad
* Scheduling, organizing and managing geotechnical activities and reporting to

CEO

* Handling/**Briefing** to visitors and client about technical matters, progress and suggestion to enhance safety in construction works

**GEOLOGICAL ENGINEER in ISLAMABAD (Oct 2009 - Mar 2010)**

* Preparation of weekly site Hazard **Reports** and submission to the Manager
* Prepared detailed reports and provided necessary mitigation measures of landslides and unstable hill slopes
* Monitoring and supervision of Core Logging, Sampling and Exploratory holes

**SKILLS & FORTE**

**PERSONAL & ADMINISTRATIVE SKILLS**

* Capable of managing multiple tasks with an emphasis on retaining safety & security protocols
* Excellent English written and verbal communication skills
* Strong communication skills and the ability to take ownership and initiative
* Ability to quickly assess and prioritize projects and office tasks
* Proficient at evaluating problems and quickly devising practical solutions
* Possessing creative problem-solving and analytical skills
* Highly effective motivator with strong written and spoken communication skills
* An ability to handle the pressures arising from having to meet deadlines and targets

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| **COMPUTER SKILLS** |  |
|  |  |  |  |
|  |  MS Office | (Word, excel, power point,) |
|  |  |  | Used in the preparation and presentation of |
|  |  |  | academic/professional data |
|  |  Global Mapper | Good knowledge of converting Google Earth/ Jpeg images |
|  |  |  | to raster and vector format |
|  |  Corel Draw | Limited work on designing of title page of reports |

**ACADEMICS CAREER**

**ACADEMICS & ACHIEVEMENTS**

**2013** **SHIP WATCH KEEPING CERTIFICATE**

Qualified bridge watch keeping exam from Pakistan Navy War Ship in 2013

**2012 Nuclear Biological & Chemical Defense Course** Qualified One month NBCD course Pakistan Navy

**2009 B.Sc. GEOLOGICAL ENGINEERING**

University of Engineering and Technology (UET) Lahore, Pakistan, Secured A grade

**PERSONAL DETAILS**

**Date of Birth:** Apr, 16, 1987

**Present Address: Abu Dhabi, UAE (visit Visa till 15 September 2019)**

**Languages:** English, Urdu, Punjabi

**Hobbies:** Cricket, Badminton, Volleyball, Travelling