****

**(Associate Engineer-Civil)**

|  |
| --- |
| **Address:** Doha Qatar  **Phone:** +974 77541444 **Email:** papniktk@gmail.com  **Residence Status:** Valid QID & Transferable Work Visa  **Driving Status:** Valid Driving License - Car/Wagon |

|  |
| --- |
| **CORE SKILLS** |

* **LOGISTICS**
* Business Development
* Accounting of Sales Return
* Resourcing & administrating Man Power
* Procurement
* Secondary Transportation
* Heavy Equipment
* **HR ADMIN**
* **Business Development**
* Vendor Bills Payments
* Monthly Provisions
* Process improvement initiatives to achieve maximum efficiency in various operations, Abilities in coordinating with internal /external departments for running successful business operations and for implementing procedures and service standards for business excellence
* Quick Learner to deliver the provided task with excellence.

|  |
| --- |
| **WORK EXPERIENCE: 12 YEARS** |

**Logistics Coordinator Sep 2021 – Present**

**URBACON TRADING & CONTRACTING (pmv) Qatar**

* Providing general services for 32 construction sites on call of basis
* Overall responsibilities of 110 Heavy fleet vehicles (Invoicing, Renewal, Maintenance, Drivers, Insurances, Roads and Municipalities Permits

**Marketing Executive Jan 2019 - June 2021**

**Seashore Equipment & Logistics Services Qatar**

* Marketing, follow-up pending payments & cross hiring if needed by valuable clients
* Cost reductions, comparison of rates for existing transporters & quotes from new transporters, Preparing & Finalizing the Service Level Agreement (SLA) with the transporters
* Providing the Provision for Transportation with Contractors in **Ras Laffan** Industrial City on a Monthly/Yearly basis and analyzing the same & Clearance of bills as per agreements and approvals provided

**CRO Feb 2017 - Dec 2018**

**Accuracy laboratory Qatar**

* Marketing & Client feedback
* Coordinating with business Partners / Service providers / Distributors for resolving their queries, arranging details as per Business requirements, Account reconciliation& closure of disputes

**General Supervisor** **Jan 2012 - Jan 2017**

**Khaleej Al Khor Trading Contracting & Transport Qatar**

* Overall Operations for rental and leasing of small and heavy equipment
* Transport and Operations Management, Real Estate, Commercial, Logistics, Business Development & forecasting, Logistics & Industrial Heavy Equipment Leasing/Rentals
* Successfully played the Commercial & Logistics profile simultaneously to manage operations, & lodging the insurance claim for shortage and transit loss & close follow up till claim Reimbursement

**Transport Supervisor Feb 2010 - Nov 2011**

**Car Taxi Services**  **Dubai**

* Supervising the On fleet of Taxi Services to ensure RTA (Road Transport Authority) Requirements

|  |
| --- |
| **EDUCATIONAL HISTORY** |

**DAE Civil 2014-2017**

**Hunarmand College**  **Pakistan**

|  |
| --- |
| **SOFTWARES** |

* MS Office
* SAP

|  |
| --- |
| **LANGUAGES** |

* Arabic **🟏🟏🟏🟏🟏**
* English **🟏🟏🟏🟏🟏**
* Urdu **🟏🟏🟏🟏🟏**

**PERSONAL DETAILS**

* Father’s Name : Rab Nawaz
* Date of Birth : **August - 1982**
* Current Address : Al-khor
* Nationality : Pakistani
* Driving license : Valid Qatar Driving License.
* Language Known : English, Arabic, Hindi, Urdu, Pashtu
* Marital status : Married
* Hobbies : Playing Cricket, Reading Books, Latest Technology Information, Learning &Teaching,

|  |
| --- |
| **INTEREST** |

* Humanity