

RESUME

IRFAN UL HAQ

Mobile: +971-555939822
E-Mail: arfan91@gmail.com
Status: Married
Religion: Muslim
Nationality: Pakistani
Passport: EH1987631
Visa Status: Residence



Summary

I have a B-Tech degree in Mechanical Engineering with several years of experience as a Office Administration, H.R, Camp Manager. I have developed My Skills through Market network such as: Consultancy, Labour supply, Skilled & un skilled Recruitment process as per U.A.E Law.

My expertise includes:

- Human Resource management.
- Public Relationship Officer.
- Office Administration.
- Camp Management.
- Recruitment.
- Labour Management
- Events Management.
- U.A.E Transportation Management

Work Experience

SBM SHAFEEQ BUILD MINT AJMAN(UAE)

Jan 2020 to till date.

Reporting: Operation Manager.

Responsibilities for overall management of the all projects.

Projects

1. Dubai property Villa Nova under falcon metal company Abu Dhabi.
 - Aluminum Door & Staircase installation.
2. Bloom tower under Elo contracting company Dubai.
 - Aluminum Door & cotan wall installation.
3. Rich righties tower business bay under Global contracting LLC Dubai.
 - Aluminum ACP panel installation, runner, pin, rakcol and Acp panel.
4. Creak Tower Dubai harbor under Creative electrical technical services
 - MEP Project Final Fixing,
 - Electrical,
 - Sanitary,
 - HVAC,

BCC BOLIVIA CONCRETE CARPENTER CINT.L.L.C (U.A.E)

Oct 2017 – 18 Dec 2019

- Preparation of logistics plans to support all relevant operations within the programmer or project;
- Requirement of stores handling staff and office support staff members as required in respective regions;
- Assistance in provision of logistics support to other staff by arranging land and air travel including arrangement of security clearance for daily/weekly missions;
- Management of programmer and project transport requirements; Assign duties to drivers ensuring timely services, issuing fuel, recording log-books and maintenance and repair/recovery of vehicles;
- Maintenance of accurate stores records and accounts through sound audit and Stock-take procedures; Camp manages for camp related tasks. Resolve the problem in the camp, related in the camp. Assist the Operation Manager regarding all function in Administrative Services. Coordinating civil defiance & municipality inspection of camp.
- In-charge to all transport / vehicles arrangements/ scheduling, filling system and maintenance report. Monitoring, Inspection to all camp supplier.
- Responsible for booking of rooms, making daily report of person on site.
- Responsible for meet and great in the airport going to the camp, job site and office.
- Running the camp day-today matters, including housekeeping and maintenance.
- Supervision of handling Emergency situation at Camp.
 - Responsible for monitoring food preparation, security, safety regulations Cleanliness and maintenance of camp site. Attends meetings with the Admin Manager in order to implement Company policy regarding admin issues.

RAQ CONTRACTING CO.LLC UAE AUG 2015 - JUNE 2017

Reporting: General Manager. **Responsibilities for overall management of the Logistics & Camp.**

- Preparation of logistics plans to support all relevant operations within the programme or project;
- Requirement of stores handling staff and office support staff members as required in respective regions;
- Assistance in provision of logistics support to other staff by arranging land and air-travel including arrangement of security clearance for daily/weekly missions;
- Management of programmer and project transport requirements; Assign duties to drivers ensuring timely services, issuing fuel, recording logbooks and maintenance and repair/recovery of vehicles;
- Maintenance of accurate stores records and accounts through sound audit and Stock-take procedures. Assist HR manager for camp related tasks.
- Resolve the problem in the camp, related in the camp services.
- Assist the admin Manager regarding all function in Administrative Services.

- In-charge to all transport / vehicles arrangements/ scheduling, filling system and maintenance report. Monitoring, Inspection to all camp supplier.
- Responsible for booking of rooms, making daily report of person on site.
- Responsible for meet and great in the airport going to the camp, job site and office.
- Running the camp day-today matters, including housekeeping and maintenance.
- Supervision of handling Emergency situation at Camp.
- Responsible for monitoring food preparation, security, safety regulations Cleanliness and maintenance of camp site.
- Attends meetings with the Admin Manager in order to implement Company policy regarding admin issues. Coordinating civil defiance & municipality inspection of camp.

Gourmet Beverage plant Faisalabad (Pakistan). FEB 2010 - JAN 2015

- **Position:** Assist Admin Manager. Roles and Responsibilities: was responsible for the entire camp a wok face of 1500 labours and 50 officers, maintaining documents related to Camp, Stores, Mess, and Laundry. Manage labour accommodation which involves cleaning, maintenance occupancy in the camp, Safety & security. Ensure discipline in the camp.
- Report workers staying in the comp/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 send to HR department.
- Handle all Location of rooms for new coming workers. Keeping update records of all labours staying in accommodation.
- Responsible for the clearance of sewage water from septic tanks and garbage disposals. Handle immediate first aid and inform doctor in case of emergency.

Qualification

Academic Qualification

B-Tech in Mechanical

DAE in Mechanical

Others: Mechanical CAD 2D, 3D & Drawing

Board / university

Preston University of kohat

Punjab

