

ADEEL HASSAN

Labor Supervisor/Operation Executive/Project Manager/Site Supervisor

Contact nos. 0551754848/0555197521

Email: adeelhassan2211@gmail.com

Address: Abu Dhabi City, UAE

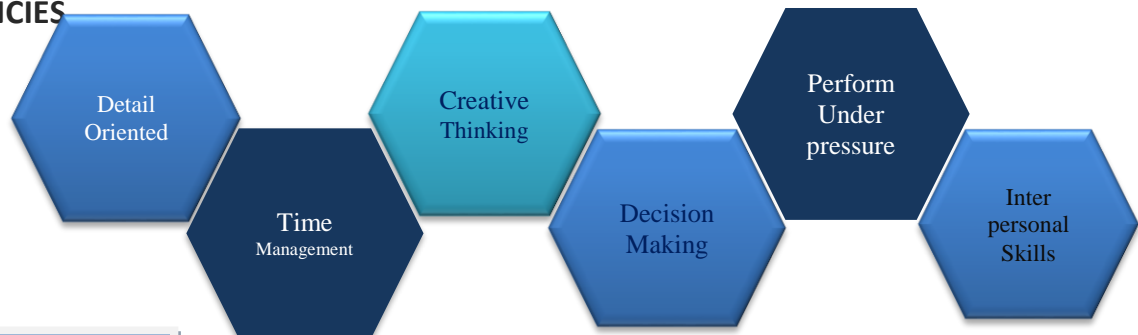
Driving License: 2313652, Abu Dhabi UAE



CAREER OBJECTIVES

Seeking an outstanding position for career development in a reputed organization and to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

KEY COMPETENCIES



WORKING EXPERIENCE:

Vertex Property Management/Capstone Real Estate | *Marketing & Operation Executive*

- Handling marketing, operation and other maintenance issues.
- Maintain updated contact information for company customers; keep such information confidential
- Handle the business operation, admin and collection.
- Handling and guiding maintenance staff for their specific work.
- Preparing the report and giving update to the manager.

Over Mountain FM | *Marketing & Operation Executive*

- Successfully performing all the duties mentioned in detail as in M/s Tazweed Employment for over 4 years.

Tazweed Employment | *Labor Supervisor & Operation Executive, February 2016 – 2019*

Duties and Responsibilities:

- Administrates and controls the labor camp accommodation
- Performs regular hours and spot check on laborers dormitories and other related facilities and follows up on remedial action in case of any finding
- Reviews daily labor camp reports in relevance to data sent by the camp dispatchers and ensure that all required services are carried out
- Reviews the camp Foreman inspection reports for rooms cleanliness and maintenance needs and amends preventive checking schedule accordingly
- Coordinates laborers distribution planning
- Coordinates with the concerned project manager on the number of required laborers, updates staff members for proper planning and distribution; investigates shortage and discrepancies.

- Follow-up on laborers performance with the operation staff members; follows up on complaints raised and resolves them.
- Follow-up on major work accidents taking place with laborers and coordinates with the HR and HSE teams ensuring that proper measures are being taken.
- Investigates on problems of laborers at work or in the dorms; gives recommendations and support to HR team members to follow up and resolve.
- Updates work instructions for the laborers entailing safety, health and hygiene; ensures accurate implementation by the Labor Affairs staff members.
- Follow-up on laborers major medical and emergency cases including work accidents and outbreak of diseases.
- Maintains records for the use of catering and laundry services and the expenditure of materials in the camp and issue daily/weekly/monthly status reports for management and finance department requirements

ACADEMIC QUALIFICATION:

➤ Technical Education

3 Years Diploma in Associate Engineering (DAE-Civil Engineering) | Year: 2011-2014

➤ Secondary Education

School: Shaukat Model High School | Year: 2009-2011

Computer Skills

- Microsoft Office
- Social Media
- Spreadsheets
- Email Communication

Languages Knows

- English (Both Written and Spoken)
- Urdu
- Punjabi
- Pashto
- Saraiki

PERSONAL PROFILE

Date of Birth : July 22, 1992
 Nationality : Pakistani
 Passport No. : GA6803191
 Marital Status : Single
 N.I.C Number : 34201-5025319-5
 Gender : Male

DECLARATION

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

References are available upon request.