

ADEEL HASSAN

Operation Coordinator/Project Assistant/Supervisor/Sales Executive

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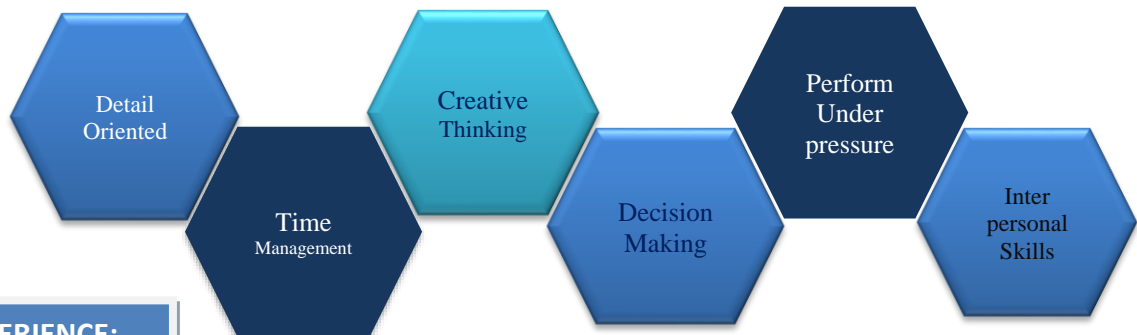
Notice: can start Immediately



CAREER OBJECTIVES

Having 5 years of experience and 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:

AYADI Human Capital Solution LLC

Project Regional Supervisor

02/2022 – Present

- Managing mobilization of staff in each project.
- Doing site visit for the new project
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests
- Site visiting and meeting with the supervisor for the update and report
- Reporting to the management the improvement and update the project on the site.
- Facilitating the workers in regards to their welfare and doing some decision based on the company regulation.

Future Chance General Contracting and Maintenance

Project-Operation Coordinator/Procurement Officer

03/2021 – 01/2022

- Coordinate project management activities, resources, equipment and information
- Break projects into double actions and set timeframes
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Assure that the supplier meets the transaction on time.
- Act as the point of contact and communicate project status to all participants
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. LPO, contracts and terms of agreement)

Trumax Manpower Supply | *Operation Executive – Site Supervisor*

03/2019 – 02/2021

- Conducting in mobilizing the staff in each project.
- Handling 500 to 700 labors and mobilizing them in the site as per requirements.
- Visiting directly in the sites to get feedback from the clients regarding workers performance.
- Doing site visit and submitting report to the manager.
- Coordinating with clients and updating contract and master sheet.
- Handling the timesheet and submitting report on the head office.
- New hiring and cancellation of workers.
- Handling and guiding maintenance staff for their specific work.
- Preparing the report and giving update to the manager.

Tazweed Employment & Manpower Supply | *Site Supervisor/Operation*

Executive/Camp Boss

03/2016 – 02/2019

Duties and Responsibilities:

- Visiting directly in the sites to get feedback from the clients regarding workers performance.
- Doing 5 to 10 site visit as per given schedule by the company.
- Handling 350 labors and arranging all the needed requirements before mobilizing them in designated project
- 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 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 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 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
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.