

ADEEL HASSAN

Labor Supervisor/Operation Executive/Project Manager/Site Supervisor

Contact nos. 0551754848/0568147244

Email: adeelhassan2211@gmail.com

Address: Abu Dhabi City, UAE

Visa Status: Employment (Transferrable)

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 OF QUALIFICATION

- Decision Making
- Attention to Details
- Detail Oriented
- Ability to work under pressure
- Thinking Creativity
- Trustworthiness and Ethics
- Time Management
- Good Interpersonal Skills

SKILLS AND COMPETENCIES

- Excellent problem-solving and has skills to think through likely cause of problem before referring them to others
- Ability to learn new processes and skills quickly
- Ability to deal efficiently and professionally with solicitors
- Ability to work on a team is essential as well as the ability to work on own initiative
- Business and profit minded with related technical knowhow.
- Competitive and profit driven.
- A strong team player with effective team communication skills and ability to build good team and relationship and the confidence to deal with senior stakeholders
- Ability to work largely on own initiative and be proactive in developing and building knowledge

WORKING EXPERIENCE:

Tazweed Employment

Labor Supervisor and Operation Executive, February 2016 – Present

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

Other Experienced:

- Worked for 2 years as Teacher at Allied School
- Worked as operation executive in facility management company
- Worked as Sales & Marketing Officer for Sanitary showroom
- Worked for 2 years as site supervisor at TAZWEED EMPLOYMENT in UAE
- Worked for camp boss and inspection officer at Tazweed employment in UAE
- 2-year experience in home tuition
- 1-year driving experience in U.A.E Abu Dhabi

ACADEMIC QUALIFICATION:

Tertiary Education

School: PBTE Lahore Pakistan

Degree: Diploma in Associate Engineering (DAE-Civil Engineering)

Year: 2011-2014

Secondary Education

School: Shaukat Model High School

Year: 2009-2011

COMPUTER SKILLS

- Microsoft Office
- Analytics
- Social Media
- Spreadsheets
- Email Communication
- Data Visualization

LANGUAGE KNOWN

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

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.

ADEEL HASSAN

Applicant