

Curriculum Vitae



Khurshid Khan

Dubai, Abu Dhabi, United Arab Emirates (UAE)

Mobile: +97155-5048009

+92300-5756153

Email: khrushid309@yahoo.com

Availability status - Immediately

Professional Profile:

A diligent and dedicated individual with an outstanding track record as an Operations Controller at on-site locations in challenging environments. An expert on all aspects of Health and Safety, who is able to communicate and liaise with people at all levels, whilst demonstrating motivational leadership qualities. An ambitious individual, currently looking for a new role with a company that can offer excellent career advancement opportunities.

Key Skills:

- Expertise in all aspects of onsite Health and Safety
- Ability to liaise and work with people at all levels
- Diligent, Reliable and Thorough Approach
- Excellent Communication with outstanding Interpersonal Skills
- Attention to Detail
- In depth understanding of inventory control

Employment Experience.



A) Past Organization:

United International Manpower supply. (2011 - 2016)

Position: Operation Supervisor

Operating in all states of the United Arab Emirates

➤ **Key Responsibilities:**

- As monitoring an employee deployment
- Responsible for make daily report of employee movements
- Professional of Supervisor more than 8 year well experience in the construction company
- Delivery of workers to the clients (as per the project requirements)
- Camp inspection before the mobilization
- Give briefing to workers regarding work discipline and motivate the workers
- If any worker demobilizes by the client so take action immediate according to the main office instruction
- Delivery of necessary documents of our workers (Labor's Cards, Medical Cards, ATM Cards, Salary and Safety material) etc.
- Solution of worker's complaints against client

- Solution of client's complaints against workers
- Collection of queries from workers regarding salary or administration
- Co-ordination between workers and head office
- Collection of our workers time sheet from clients at the end of every month, and after checking submits to office
- Ability to handle multiple issues of increasing complexity at work place
- Disciplinary actions against defaulters
- Responsible for daily scheduled site/camp visit to all project locations as per projects entrusted. Will have to maintain a list of jobs and details of manpower deployed with camping location. Visit to camps on regular basis
- Keeping track of client wise/job wise/trade wise deployed manpower status on daily basis and report possible/ idle days avoided. Anticipated demobilization in advance so that timely re-deployment of personnel can be ensured and idle days avoided

Current Activities:

Currently working at EPIC/Brentford Services Since 2016 till Now.



Position: Operations Supervisor

Operating in all states of United Arab Emirates

➤ **Key Responsibilities:**

- Responsible for daily site visits and deployment of staff at various project locations
- Monitoring and analysing staff sickness and absenteeism to achieve maximum staff efficiency
- Planning and creating staff rotas to ensure cost effective use of personnel
- Accurately compiling monthly time-sheets
- Collecting and distributing site access passes
- Supporting HR department to deliver staff inductions
- Liaising between staff and various departments, to ensure staff grievances and complaints were deal with in a timely and accurate manner
- Maintaining good relationship with client and promoting the marketing activities to achieve additional inquiry from the current and new projects.
- Ability to manage administrative requirements are completed in timely manner, must priorities work and manage multiple tasks.
- Work with Welfare team to motivate employees and find solution to reduce absenteeism, injury/accidents, and sickness.

Education:

Bachelor's Degree of Arts

Government Post Graduate College of Charsadda, BISE Peshawar – 2011

Additional Information:

I.T. Skills: Proficient user of MS Office applications, Internet and Email
Interests: Driving, Web Browsing, Music and enjoys socialising with family and friends
Languages: English, Arabic. Urdu and Pashto
Driving License: Driving License Light Vehicle U.A.E
References: Available upon request