

c u r r i c u l u m v i t a e | Rahat Ali



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Synopsis

A proactive, adaptable and responsible Graduate with strong academic background and experience particularly interested in gaining employment as an IT Engineer , Facilities Coordinator , HSEQ / Safety Officer. Highly effective, thrives when working as part of a cohesive team under pressure to deliver projects that yield multiple business benefits.

SPECIALTIES:

- ▶ Information Sciences , IT Administration
- ▶ IT 1st Line Support , IT Coordination
- ▶ Web Development , Web Development Softwares / Technologies
- ▶ Installation and Configuration , Maintenance Planning & Scheduling
- ▶ Work control and helpdesk operation , Information Sciences
- ▶ OHS Management System , Corporate incident reporting
- ▶ Hands on experience & working knowledge of OSHA And NEBOSH , Development & Training
- ▶ HAZID, HAZOP, Accident/ Incident Analysis & Management

WORK EXPERIENCE

IT ENGINEER at MOBILINK PAKISTAN

June 2013 (6 Months)



Mobilink

Facilities Coordinator at EFS Facilities Services Group (EFS)

February 2016 - Present (4 months)



HSEQ OFFICER / Facilities Coordinator at EFS Facilities Services Group (EFS)

February 2016 - Present (4 months)



Web Developer INTERN at B-Soft Software House, Peshawar, Pakistan.

January 2014 – September 2015 (1 Year 8 Months)

CAREER HISTORY

IT ENGINEER at MOBILINK PAKISTAN

June 2013 (6 Months)

Company Description: Engineering, Telecommunication, Networking and Customer Care Services. Mobilink is one of the World's leading Telecommunication Company, providing IT Services in Government, Semi government and private sectors. It also provides IT Training.

ROLES AND RESPONSIBILITIES:

- Manage, Maintain and Troubleshooting LAN.
- Managing, Maintaining and Troubleshooting Internet Access
- Installation and Configuration of Desktops , Laptops configuration of network Equipment's, Fixing and troubleshooting issues on daily bases.
- Providing on-site remote support to end users and ensured incident resolution as per Service level agreement (SLA).
- Installing, maintaining and repairing audio, video and electronic equipment's such as Call center screens, Projectors, Desktops, Laptops and electronic control systems.
- Record all inventory reports about all IT assets.
- Responsible for all the day to day IT related activities.

Facilities Coordinator at EFS Facilities Services Group (EFS)

February 2016 - Present (4 months)



ROLES AND RESPONSIBILITIES:

- Preparation of the quotation.
- Apply for Inspection of site.
- Arrange and organize documentation & apply for work permits.
- Arrange and organize document & apply for final inspection, obtain completion certificate.
- Apply for security deposit refund from authorities.
- Prepare file folder and submit it to Account Manager in a timely manner as per deadlines.
- Meet building management staff; apply for work permit/passes, fee & deposit, collection of Approved drawings.
- Arrange workers documentation and apply for police permission to do the work (if required)
- Meet all the site requirements for smooth running of the project
- Maximizing resource efficiency (labor, materials and equipment).
- Implementing various operations through proper coordination and control of planning, Design, estimating, contracting and construction in the entire process.
- Maintaining accurate records throughout the projects.
- Responsible for overview of the sites, and management of vendors and trades. In Addition, keep good communication between the Clients at all times.

HSEQ OFFICER at EFS Facilities Services Group (EFS)

February 2016 - Present (4 months)



ROLES AND RESPONSIBILITIES:

- Report & investigate incidents/ accidents & near miss, & assist in developing preventive strategies
- Communicate changes in HSE legislation to Management Assist & coordinate in evaluating incident forms, surveys, audits to establish root causes & formulate an action plan to correct/ prevent non-compliant behavior or conditions
- Conduct safety induction & Toolbox Talks to ensure HSE compliance
- Assist in HSE audits to monitor & review compliance & plan to minimize risks to employees
- Develop & promote behavior based safety culture
- Assist in co-ordination of evacuation exercises to ensure emergency preparedness
- Assist in formulation of emergency/contingency plans
- Review & update Emergency Procedures as & when necessary

SAFETY INTERN at Rana Construction Companies (RCC PAKISTAN)

January 2014 – September 2015 (1 Year 8 Months)

Educational Qualifications/Achievements

- **M.Sc. (Computer Sciences)**
(Brains University Peshawar, Pakistan)
- **DAE CIVIL (Diploma in Associate Civil Engineering)**
Major Subjects: Basic of Information Technology, AutoCAD (2d, 3d), CAM, Basic architectural skills, Organizational Behavior.
- **HSEQ Related Courses / Certificates:** OSHA, IOSH , NEBOSH (Course Work)

ADDITIONAL INFORMATION

Flexible in work with multi-cultural peoples. Good communication skills, to manage the team in frame work. Results-focused team player who can also work with a minimum supervision or independently. My cheerful personality means I enjoy contact with people, relate well and as part of a team experienced in all parts of Information technology and management from the beginning through design studies to the successful completion of the project.

GENERAL INFORMATION

Passport No	:	EZ1801172
Passport Status	:	Ready, Valid and Available
Religion	:	Islam
D.O.B	:	20-2-1993
Language Skills	:	Arabic (Basic), Urdu, Hindi, Pashto, English.

REFERENCES

Portfolio & Recommendation letters Available upon request.

I hope that my personal data and my qualification will meet your favor and your acceptance.

Thank you