

MUHAMMAD IKRAM
Logistics Operations Supervisor
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SUMMARY:

Internationally experienced, PMV | logistics operations / precast Erection Supervisor, with 10 + years in multinational construction's and structural companies. Have worked in the #Qatar #Saudi Arabia #United Arab Emirates and bring strong skills in operations strategy and business development, as well as cross-cultural exposure and leadership.

Experience:

QATAR 2016-2017 Operations Supervisor / Bin Arbaid Contracting Co.W. L.L

Worked as lifting operation's supervisor & equipment maintenance incharge.

UAE. 2009-2015 PMV | Logistics Supervisor /Amana Contracting & Steel Buildings. Llc

- Responsible for dispatching, routing and tracking of vehicles ensuring materials were loaded/ unloaded as per project requirements.
- Responsible for vehicle repairs, regular maintenance, repetitive breakdowns, insurance & registration renewals, and daily trip sheets to maintain project records.
- Estimated yearly budget by working in partnership with managers, prepared contract documents after understanding customer's requirements and provided general administrative support.
- Developed and maintained a filing and work order system as per ISO 9001:2000 to track vehicle records.
- Managed operational functions while being the key link between organization, drivers and customers.
- Supervised day-to-day operations in an extremely fast-paced & dynamic environment.
- Assisted in preparation of department yearly budget and expenses.
- Processing weekly/ monthly expense and stock consumption report with supporting documents.
- Ensuring ISO 9001:2000 Qualities is incorporated in all work carried out.
- Setting up and maintaining petty cash system, vouchers & bills.
- Organizing and maintaining personnel data for 103 employees.

PROJECT: STRUCTURES HIGH RISE BUILDING EMAL PROJECT

CONSULTANT: SNC LAVALIN

CLIENT: EMIRATES ALUMINUMSMELTER COMPLEX

PROJECT: GHAYATHI COMMUNITY HOSPITAL

CONSULTANT: AMANA CONTRACTING & STEEL BUILDINGS

CLIENT: HEALTH AUTHORITY ABU DHABI (SEHA)

PROJECT: SOLAR THERMAL POWER PLANT SHAMAS1,

CONSULTANT: UTE ABENER TEYMA EMIRATES 1

CLIENT: MASDAR ABU DHABI

PROJECT: CAR PARKING DUBAI WORLD TRADE CENTER

CONSULTANT: CORE CONSTRUCTION COMPANY

CLIENT: ASTECO

PROJECT: TABREED COOLING PLANT

CONSULTANT: WORLEYPARSONS SNC LAVALIN JOINT VENTURE

CLIENT: DUBAI METRO TABREED

UAE.2007-2009 Logistics & Transport Foreman At Actco General Contracting Co., L.L.C

COMPANY INFO: actco is a local company operating in the uae, belonging to a group of multinational shareholders.

- Arranging warehousing transportation of products/ materials as required to the plant, investigate & respond to inquiries regarding distribution and shipping.
- Ensure safe operations of heavy equipment performance as per Saipem HSE Policy and procedure.
- Responsible to arrange transport for manpower of different designation (labor, technician and senior staff) from camp to site and site to camp.
- Mobilization of portable cabin and office equipment/ material (table chair, air condition etc)to site office and field as required, responsible for water supply to different area of construction site.
- Maintaining inventory and complete record with documented proof of each vehicle and equipment.
- Independence of field logistics operations and decision-making authority.
- Handling load of calls and responding with possible solution for complaints and inquires.
- Ensures the safety of employees and inspect the proper safety practices are followed by them.
- Appraising and certifying time sheets of rental equipment and for drivers and operators.
- Coordinating for arranging of accommodation, food etc.
- Introduced better methods for routing drivers and informing them on their assignment.
- Follow up and coordinates with various project sites for work assurance and compliance.

PROJECT: Jebel Ali Desalination power Station 'K'

PROJECT: Construction of a desalination station Jebel Ali U.A.E.

UAE. 2005-2007 Site Transport In-Charge / BESIX Dubai Engineering LLC.

- Maintaining records of daily work progress/spare parts, and managing data inventory of the workshop and store to ascertain optimum numbers of spare parts are available in workshop at all times.
- Preparing invoices, quotations, (estimate of parts/job) of accident vehicle for different section.
- Keeping strict practice of clean and tidy workshop, ensuring compliance of the company's policy.
Providing full administrative and secretarial support, handled official correspondence.
- Maintaining travel and training schedule for workers.
- Responsible for allocation and cancellation of vehicle and preparation of clearance form of drivers.
- Answers account department inquires and follows up for customer outstanding payments.
- Preparing report for accident damages and follow-up the vehicles under warranty for claim.
- Preparing and maintaining log book and entering into the system for accurate records of fuel usage

PROJECT: Dubai Creek - Al garhoud bridge

Consultant: Halcrow

Contractor: Belhasa Six Construct

SAUDI ARABIA 2004-2005 Operation Assistant / Consolidated Contractors Company

PROJECT: King Abdul Aziz International Airport Development Phase 1, Jeddah | Service Corridor for Landside & Airside.

- Processed purchase orders, receiving of deliveries and reconciled delivery notes with purchase orders.
- Maintained inventory of stock items in the system and allocated them to their respective section.
- Regularly took count of stock and reconciled of stock.
- Acted as a trouble-shooter for problems arising from Data Inventory or system errors.
- Installed and configured required software.
- Answered telephone one enquiries from customers, attend to visitors and assist staff in the organization.

ACADEMIC HISTORY

- **F.A.** from Baluchistan board of intermediate and secondary education Quetta
- **S.S.C.** from Board of intermediate and Secondary Education – 1998.

PROFESSIONAL CERTIFICATIONS:

- **CLP:** Logistic Supply Chain Management Modern Institute of Informatics and Management 2014
- **DMC ;** mechanical engineering diploma mechanical engineering diploma 2007
- **NEBOSH:** International General Certificate 2013 (provided by Amana)
- **First Aid & Firefighting:** (Certificate) 2009
- **HSE:** Supervisor Certificate (Emirates Aluminum Factory) 2009
- **IPAF:** Certificate (Man, Elevated Platform) (Certificate) 2013
- **CIEH;** The Chartered Institute of Environmental Health -2013
- **Osha:** Occupational Safety & Health -2009.

Professional skills

- Excellent skills in the field of Cranes, loose Lifting Gear, lifting Appliances inspection, and operation as well.
- Good Working knowledge on computer, MS Office, Windows Operating system, and internet.
- A hard-working, able to work independently and in team environments.
- Supervisory Skills Construction, Logistics Operations, Project Mobilization, Coordination, Lifting Operations
- Heavy Equipment's Inspection:
- Project Mobilization:
- Gate Passes Management
- PPE Management:
- Employee Daily Attendance:
- Co Ordination of Hired & Purchased Equipment
- Accept supervision, Able to supervise others. Highly motivated and able to take initiative with supervision.

COMPUTER/ TECHNICAL SKILLS:

Oracle Windows Operating system,
Software packages / Microsoft office /acrobat /photos hope/internet – device system troubleshooting
E-mtv E-mrf -E-lpo Database program like office access, Lpo /e-lpo generator's etc

LANGUAGE SKILLS:

English (Full professional proficiency),
Arabic (Intermediate),
Urdu (Native)