

# Khalil Ahmed

Nick Name: Warsi

[khalil.kasur@gmail.com](mailto:khalil.kasur@gmail.com)

[khalil.ahmed@mepsuae.com](mailto:khalil.ahmed@mepsuae.com)

+971501925321/+923344096090

Visa Type: Employment visa of Abu Dhabi transferable.



Khalil is a dynamic executive with the ability to establish the vision and direction of commercial, international, federal, and construction projects, as well as driving change to achieve performance improvements and expense reductions. His demonstrated track record in developing innovative solutions and surpassing expectations, while improving the bottom-line is further evidence of his passionate leadership style.

My objective is to groom myself as a valuable professional in my field while making my way through smart work, not through hard work, honesty and professional integrity.

## OBJECTIVE & STRENGTHS

Looking for a position in a developed organization where all my skills and abilities will add value and I will get a proper platform to explore my career in this field. My goal is to be ahead of a successful organization, which has the potential and ability to acquire sustainable improvement in performance and to be an active person who achieves big goals and succeeds to be a creative and effective member of society.

Looking for an assignment to best of my experience gained in various aspects during my vast bundle of year's career in shutdowns & long terms projects.

Smart working, Dynamic, Good interpersonal skills. Knowledge and Expertise in Human Resources. Good motivator. Excellent Communication. Leadership skills. Collaboration skills. Organization skills. Time Management and Self Discipline. Persistence. Interpersonal skills. Trustworthy. Impartial and Objective. Train, Develop, and Mentor.

## EXPERIENCE PROFILE

Company: Multiline Employees Provision Services, Abu Dhabi, UAE

Position: Resource Coordinator / In-charge Accommodations

Depart: HR Department

Duration: 05-11-2020 to Till today

Company: Doosan Babcock GMS LLC, Abu Dhabi, UAE

Position: MENA Resource Coordinator

Depart: Resourcing Department

Duration: 25-03-2019 to 28-10-2020

Company: Doosan-BlackCat WLL, Doha, Qatar

Position: MENA Recruiting Specialists

Depart: Resourcing Department (Shell)

Duration: 23.11.2018 to 22-03-2019

Company: Doosan Babcock GMS LLC, Abu Dhabi, UAE

Position: MENA Resource Coordinator

Depart: Resourcing Department

Duration: 13.08.2017 to 17-11-2018

Company: Doosan Babcock GMS LLC, Abu Dhabi, UAE.

Position: Mobilization & Travel Coordinator

Depart: Resourcing Department

Duration: 23.03.2016 to 20-07-17.

Company: Doosan Babcock GMS LLC, Abu Dhabi, UAE.

Position: Mobilization & CICPA Coordinator

Depart: Resourcing Department

Duration: 19.02.2016 to 10-01-2016.

Company: Descon Engineering, Abu Dhabi, UAE.

Position: Resource & Mobilization Coordinator

Project: Baraka Nuclear Power Plant-BNPP. Ruwais, Abu Dhabi, UAE

Duration: 19.01.2015 to 18-02-16.

Company: Descon Engineering, Abu Dhabi. UAE  
Position: Resource & Logistics Coordinator  
Depart: Human Resource  
Duration: 12.11.2013 to 11.01.2015

Company: Descon Engineering, Abu Dhabi, UAE  
Position: Mobilization & PRO Coordinator  
Depart: Administration/Visa section Department, Abu Dhabi, UAE  
Duration: 20.01.2012 to 09.11.2013

Company: Descon Engineering, Ruwais, Abu Dhabi, UAE.  
Position: Document Controller  
Depart: Business Development Department, Abu Dhabi, UAE  
Duration: 14.07.2011 to 18.01.2012

Company: Descon Engineering, Ruwais, Abu Dhabi, UAE.  
Position: Document Controller.  
Depart: Proposal Department AMW Works, Ruwais, Abu Dhabi, UAE  
Duration: 06.10.2009 to 11.07.2011

Company: Ruwais Fertilizer Industries (Fertil) with Descon Engg, Ruwais. Abu Dhabi. UAE  
Position: Assistant Project Resource Planner  
Depart: Human Resource Planning  
Duration: 06-01-2009 to 06.10.2009

Company: Descon Engg, AMW Works, Ruwais, Abu Dhabi, UAE  
Position: Admin Executive  
Project: Borouge 2 Project, Ruwais, Abu Dhabi. UAE  
Duration: 16.11.2008 to 05.01.2009.

Company: Descon Engg, Das Island, Abu Dhabi. UAE  
Position: Document Controller  
Project: ADGAS project, Train 2, Das Island, Abu Dhabi. UAE  
Duration: 30.10.2008 to 16.11.2008

Company: M.Tech Engineering Company, Lahore, Pakistan  
Position: Data Entry Operator (DEO)  
Project: Industrial Experience, Lahore. Pakistan  
Duration: 01.04.2002 to 03.01.2003

### **RESOURCE & MOBILIZATION COORDINATOR -MENA**

Assist in the writing and updating of organization policies. To produce letters of employment, schedule of employment and job profiles when requested. Request employment references & ensure that satisfactory references are obtained. Ensure when required that all pre-employment screening is carried out. To process new starters and leaver's administration ensuring all necessary paperwork is issued and all relevant Divisions are informed. Responsible for maintaining the relevant systems for recruitment activities and staff benefits. Administrating and liaising with agencies and the project manager when arranging interviews and sourcing candidates. Ensure that the payroll packs are up to date with all relevant information ready for processing. Assist and liaise with Managers regarding the completion of administrative recruitment processes. Provide position-specific information to the Communications Manager to assist with the construction of adverts for newspapers and websites. Load job ads onto the Ahrens website, external on-line recruiting websites and arrange internal notifications to Ahrens employees. Maintain the file of resumes. Assist candidates with the application processes and questions. Respond to queries in person, by phone and email from various stakeholders such as recruitment agencies. Manage and collate job applications and responses to all applicants on time. Arrange interviews, to be conducted in person, via phone or internet. Maintain the recruitment status report. Attend meetings as required to provide updates on recruitment progress and determine needs. Ensure completion of all documentation as per the recruitment standards and processes. After selection from concern stakeholders issuing the offer letter within company salary structure and forward the complete visa documentation to PRO section for further Arabic offer letter and visa and coordinating with all stakeholders till the joining of candidates with the company. Perform other related administrative and reasonable duties as instructed. Completed & attended several interviews campaign for selection of suitable white-collar and blue-collar candidates within a short notice to fulfil the requirement of upcoming and ongoing shutdown/project within the company standard and salary structures. The recent highest selection through

interview campaigns was 2476 candidates from Pakistan and India/Nepal was 3700.

### **RESOURCE & LOGISTIC COORDINATOR**

Taking care of labour camps/villas and ensure proper reporting from camp boss/villa attendants, catering services for villa, camps. Take care of pantry items for office monitoring the services of tea boy. Take care of housekeeping and general maintenances in the premises of the office and monitoring the performance of electricians in the premises of office & monitoring the services of janitors. Take care of office reception and monitoring the services of receptionists for business area staff & visitors. Timely renewal of all tenancy contracts of staff villa, labour camps. Following up for payments of utility bills (mobile, telephone & electricity) of office executive Villas and labour camps. Take care of office decorum & stationary & safety equipment. (Fire alarm, fire extinguisher, etc.) Take care of photocopy machines through commercial and documents collection from P.O Box and ensure renewal of contract after every 03 years. Monitoring the logbook for all incoming and outgoing mails through reception staff. Rising of indents, an extension of work orders and verifications of all invoices related to transportation, maintenance, pantry, housekeeping. Take care of staff pick and drop and all logistic arrangements for mobilizations and demobilizations. Take care of all documentation related to Government offices, banks, airline offices, etc. Take care of logistic arrangements for visa medicals and embassies. Take care of all company-owned vehicles (sites & AUH office} maintenance through E&P Department after raising indent. Take care of VVIP movements. All kind of event arrangements in AUH BA, (logistics & hotel booking arrangements) The arrangement of lunch/dinner for meeting as per department head request & confirmation. Take care of the renewal of hotel contracts at the starting of every year. Monitoring the driver's logbook and timesheets.

### **DOCUMENT CONTROLLER& DEO**

Regularly updating a record from all departments & project site manpower. Updating and filing fit-up and welding progress records daily. Updating spools and material releasing formats daily as per job requirements. Maintaining of record for record room. Provide the highest level of administrative, editorial & secretarial supports. Serves as liaison between support group, home office, and field personnel. Interfaces with groups inside and outside the organization. Verifies retention requirements, arrange document cataloguing, packing, and long-term storage or disposal of appropriate documents at the time of closeout. Manages scheduled destruction of archived documents according to company and Client guidelines, assists with document retrieval. Assists junior document control staff to ensure effective implementation of project-specific procedures. Keeps abreast of department technologies, techniques, and services relevant to the area of responsibility. Works with other staff members as needed to develop and improve services. Responds to changing technology environment and participates in decision-making activities relating to customers' needs. Serve as a liaison between key management personnel and Branches (ie circulating memoranda, minutes, reports, etc.)

### **ADMIN EXECUTIVE**

Follow strictly to the laws of the UAE & ensure this information is shared with all front office associates. Update and maintain the Abu Dhabi police system as per the requirements of the UAE government. Be familiar with all colleagues and facilities, hours of operation and current promotions. Be familiar with clients, offices, attractions, restaurants, etc. Assist PRO or Visa immigration officer as required. Clearly communicates to guests about visa requirements. Use the e-government site for the visa application process. After getting the e-visa sends to agencies and direct employees from hire by HRD. Arrange e-ticket for mobilization of candidates, update in database daily and share status with the manager as per requirement. Arranging accommodation of daily new arrivals as per requirement. Sharing of mobilization status, visa medical, insurance, and CICPA with HRD for the next assignments. Maintain and balance online visa account balance and submit appropriate reports to the finance department. Issuance of LPO against the Mob & De-mob of staff for onward delivery to travel agents after verification from the competent authority. Verification of passports upon arrival of employees and update in systems accordingly. Supervise on Project through Admin Supervisor vehicles & driver's daily movements. Prepared documents for ENEC entry passes for whole employees with are nominated on BNPP. Applying CICPA and follow up with headquarters or PRO for the control of idling manpower. Timely get ENEC from ENEC security office and arrangements of HSE indications and training.

## EDUCATION

Diploma of the associate engineer in Mechanical Technology from Swedish Institute of Technology, Wah Cantt, Pakistan

Diploma of automobile mechanic in petrol, Punjab, board Lahore. Pakistan

## APPRECIATION AWARD'S & CREDENTIALS & TRAINING

- ✚ Award for Fertile performance as assistant planner throughout UREA debottlenecking project (EPC), UREA & Utility, Ruwais Fertilizer Industries. Abu Dhabi. UAE
- ✚ HSE award at the construction of EPC works of OSBL package – B of ASU Ruwais /elixir project. Abu Dhabi
- ✚ HSE award at Descon engineering manufacturing works (**AMW**) for Borouge 07 furnaces project. Abu Dhabi. UAE
- ✚ Safety training in Descon engineering manufacturing works (**AMW**) Abu Dhabi. UAE
- ✚ Certificate Primavera P3 from the **CMCS** training centre. Abu Dhabi. UAE
- ✚ Certificate of HSE assistance from the **Descon engineering institute**. Lahore. Pakistan
- ✚ International certification in the institution of occupational safety and health (**IOSH**), from the **international HSE council**. Abu Dhabi. UAE
- ✚ HSE training for First Aid from **TÜV Rheinland ME. LLC** Abu Dhabi behalf of Doosan Babcock.
- ✚ HSE training for Basic First Aid from **Numero Uno T&C LLC**. Abu Dhabi behalf of Doosan Babcock.
- ✚ Training for recruitment & selection from **Doosan Babcock UK headquarters**.
- ✚ Management – Managerial Accounting by NPTEL HRD from Cursa (**Medeiros Tecnologia LTDA – Brazilian Company**)
- ✚ Human Resources by United Nations from Cursa (**Medeiros Tecnologia LTDA – Brazilian Company**)
- ✚ Human Resource Management concepts by Gregg Learning from Cursa (**Medeiros Tecnologia LTDA – Brazilian Company**)
- ✚ Record of achievement certificate of e-PROTECT occupational health and safety from the World Health Organization (**WHO**).
- ✚ Record of achievement of Global Health Cluster Coordination from the World Health Organization (**WHO**).
- ✚ Record of achievement of Emerging respiratory viruses, including COVID-19: methods for detection, prevention, response and control from the World Health Organization (**WHO**).
- ✚ Record of achievement of Standard precautions: Hand hygiene from World Health Organization (**WHO**).
- ✚ Record of achievement of Basic microbiology from World Health Organization (**WHO**).
- ✚ Record of achievement of COVID-19: Operational Planning Guidelines and COVID-19 Partners Platform to support country preparedness and response from the World Health Organization (**WHO**).
- ✚ **Lean Six Sigma White Belt Certification** Issuing authority Aveta Business Institute, Credential Identifier Credential ID iYXgqaoCQA.
- ✚ **Lean Six Sigma Yellow Belt Certification**, Issuing authority International Management Consultancy, Credential Identifier Credential ID W-2020-43606.
- ✚ **Lean Six Sigma Green Belt Certification**, from International Management Consultancy (Under Process)
- ✚ **CHRS & CHRP** from Blue Ocean Academy - Corporate Training Institute Dubai. (Under Process)

## IT SKILLS

- ✚ Computer Literacy: Computer Savvy Automation systems and E-mails
- ✚ Microsoft Office (Word, Excel, PowerPoint, Access, etc)
- ✚ Microsoft Adobe Photoshop. Microsoft Paper Port Editing and Scanning.
- ✚ Planning & Scheduling with Primavera Project Planner P3. Microsoft Adobe Reader.
- ✚ Access GDMS. Access HRIS (Human Resources Information System)
- ✚ Microsoft CMPS Global (Centralized Manpower System)
- ✚ Microsoft IBM E-Mail Lotus Note/ Outlook.
- ✚ Microsoft Mohre (Ministry Of Human Resources & Emiratization-UAE online visa system)
- ✚ Oak Ridge Automatic Computer & Logical Engine (Oracle)
- ✚ Doosan Babcock UK-RPDG (Resource Planning and Deployment Global System)

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### PERSONAL PARTICULARS

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- ✚ Father's Name: Khalid Mehmood
- ✚ Mother's Name: Ruqyah Khalid
- ✚ Date of Birth: 04<sup>th</sup> of October-1988
- ✚ Nationality: Pakistan
- ✚ Religion: Muslim - Sunni
- ✚ Valid passport#: JX1153813
- ✚ Passport Issued Date: 27-Mar-2017
- ✚ Passport Expiry Date:26-Mar-2022

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### LANGUAGE KNOWN

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01. English      02. Urdu      03. Punjabi      04. Arabic (Beginner)

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### EXTRA-CURRICULAR/ ACTIVITIES

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Participated and won prizes skit, quiz, essay competition  
Played as a cricket player in College level tournament  
Participated in Badminton and volleyball in district level  
Read books/Playing video game district level