

# SHAHZAD KHOKHAR

## CURRICULUM VITAE

### PERSONAL DETAILS

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LAST NAME	Khokhar
FIRST NAME	Shahzad
NATIONALITY	Pakistani
LOCATION	Dubai, UAE
EMAIL:	khokhar.shahzad@gmail.com
CONTACT#	+971 56 912 2622
QUALIFICATION	<i>Diploma in Mechanical Engineering (Bachelors in computer Science)</i>
LANGUAGES	<i>English, Arabic, Hindi, Urdu, Punjabi</i>
EXPERIENCE	18+ Years

### SUMMARY

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Team Leader in-charge of providing inspired operation business in organizations, which involves making important policies and strategic decisions, as well as the development and implementation of operational policies and procedures. Also assisting Human Resources department with recruiting, when necessary, and help promote a company culture that encourages morale and performance. Manage overall operations and is responsible for the effective and successful management of labour, transportation, productivity and progress measures as established for the effective and set for the Operations Department. Ensure safe and efficient operations. Serve as a company representative on regulatory issues. Enhance the operational procedure, system and principles in the areas of information flow and management, business processes, enhanced management reporting and looks for opportunities to expand systems. Carry out supervisory responsibilities in accordance with company's policies and applicable laws.

### TECHNICAL SKILLS

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- MS office software applications, including: Word, Excel, Outlook and Power Point
- Adobe Photoshop, Corel Draw

### CERTIFICATION & TRAINING

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- Fire fighting
- First aid training course from fire department, (Trakhees Jafza)
- Ports, Customs & Free Zone Corporation JAFZA.
- MOHAMED ABDULREHMAN AL BAHAR CAT (**Caterpillar**) on heavy machinery.

### WORK HISTORY

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2018 – Present	<b>ALTEZZA ENVIRONMENTAL SERVICES LLC</b> <b>Operations &amp; Facility Manager</b> <b>UAE/Dubai</b>
<ul style="list-style-type: none"><li>➤ Managing all projects, machinery, water tankers, irrigation system, tipper trucks, transportation and all drivers, logistics department and sending weekly reports and feasibility directly to managing director in a professional way.</li><li>➤ Searching a new business and making business grabbing strategy according to the market, and keeping an eye on development team and handling all documentation with Nakheel, Trakhees, Emaar, and dealing with RTA, Dubai police and Dubai Municipality.</li><li>➤ Responsible to finalizing all contracts, quotations and LPO will all clients with the coordination of procurement department and suppliers/vendors.</li><li>➤ Attending meetings with new and existing clients.</li></ul>	

- Handling all kind of transportation, drivers, logistics department, and admin department and project managers as per their requirements.
- Coordinating with safety department, Transportation department, and labour issues.
- Handling all camps and coordinating with camp bosses.
- Responsible to manage all kinds of construction activities, Chilled water pipe line, GRE/GRP pipe line networking project with project manager as a project coordinator.
- Handling all kind of material, Scaffolding, manpower, machinery and other equipment requirements according to the project.

**2015 – 2018**                      **ABASYN TRANSPORT GROUP**  
**Operations Manager**  
**UAE/Dubai**

- Managing all projects, machinery, excavation equipment, tipper trucks, transportation of all drivers, logistics department and sending weekly reports and feasibility directly to managing director in a professional way.
- Managing business development team and handling all documentation with Nakheel, Trakhees and Dubai Municipality.
- Responsible to finalizing all contracts, quotations and LPO will all clients.

**2013 – 2015**                      **DYNAMIC INDUSTRIAL ENGINEERING**  
**Operations Manager**  
**UAE/Dubai**

- Handling all kind of transportation, drivers, logistics department, and admin department as a professional way.
- Coordinating with safety department, Transportation department, labour issues and direct reporting to Managing director.
- Responsible to manage all kinds of construction activities, Chilled water pipe line, GRE/GRP pipe line networking project with project manager as a project coordinator.
- Handling all kind of material, manpower, machinery and equipment requirements according to the project.
- Managing all kinds of construction, compressed air gas pipe line, gas pipe line networking project with project manager as a project coordinator.
- Handling all kind of material purchasing, manpower arranging, machinery and equipment requirements and maintenance according to the project.
- Handling logistics department, admin department as a professional way.
- Coordinating with safety department, Transportation department, labour issues and direct reporting to Managing director.
- Managing of repairing and maintenance of all tower cranes, heavy & light machinery and equipments.

**2012 – 2013**                      **ABDULLAH AL ROMAITHI GROUP**  
**Operations Manager**  
**UAE/AJMAN**

- Managing all kind of requirements of manpower, heavy and light equipment's and machinery and maintenance of tower cranes along with erection and dismantling as per site requirements.
- Responsible of all kind of maintenance of heavy & light equipments.
- Managing all kinds of construction activities, managing projects, building maintenance, payment follow up, bill generating, work progress and work force requirements according to the projects.
- Searching projects managing the projects, logistics departments with labour requirements for all sites also handling heavy machinery requirements according to projects requirements.

**2010 – 2012**                      **AL FIRAS GENERAL CONTRACTING**  
**Plant/Project logistic Coordinator**  
**UAE/ABU DHABI**

- Responsible to manage projects without any delay to handover in time site to client to make sure provide backup to all projects manager and sending reports to chairman on weekly basis.
- Responsible to manage all kinds of records of diesel and petrol delivery in time to all sites for generators, heavy equipments and vehicles, Trucks & trailers. Also, keeping maintenance records of all kind of vehicles and machinery with fuel consumption.

- Managing the logistics departments with fleet requirements for all sites also handling heavy machinery requirements according to projects requirements.
- Responsible for managing all kind of tower cranes. (Erecting, dismantling & maintenance)
- Dealing with issues related to vehicles, e.g., renewal, fines, accidents, insurance, rental etc.
- Responsible for calibration & safety certificate for machines and equipments.
- Outsourcing the employees from the manpower supply companies and all kind of machinery as per the projects requirement.
- Responsible for managing and placement of 1200 labors in all the Abu Dhabi, Dubai, Al-Ain & Fujairah sites
- Handling the overall placements of Security Guards to all projects and construction sites.
- Responsible for shifting of potable cabins to built the site offices at new sites.

**2006 – 2010**

**JC MACLEAN INTERNATIONAL FZCO  
Operations/HR Administrator  
UAE/Dubai**

- Handling the 97 vehicles including cars, heavy & light buses, pickup trucks, forklifts, shovels, telehandlers, generators and cranes.
- Organizing the logistics of a fleet of 72 drivers as per requirement of the production department, on-going sites, procurement department, pick and drop, factories, and the sites for both the office staff and labours and monitor the fuel consumption of all kind of vehicles, machines and equipments.
- Maintaining all kinds of records of employees, e.g., recruitment, settlement, visa processing, clearance & termination, etc.
- Dealing with issues related to vehicles, e.g., renewal, fines, accidents, insurance, rental etc.
- Handling all the tasks related to municipalities, electricity, Etisalat, police issues, embassies, and the consulate jobs, for Abu Dhabi, Dubai, Sharjah and JAFZ. These tasks include leasing, fines, accommodation and violations etc.
- Responsible for calibration & safety certificate for machines and equipments.
- Responsible of three labour camps (total labour and staff strength 2400)
- Outsourcing the employees from the manpower supply companies and all kind of machinery as per the projects requirement.
- Responsible for managing all the accommodation issues for executives, and handling the accounts and on-time renewal of 20 villas & flats rented by the company.
- Responsible for managing and placement of 2400+ labours in all the Abu Dhabi, Dubai, Al-Ain sites regarding accommodation and arrangements for their accommodation related stuff-i-e beds, blankets, ACs etc.
- Handling the overall placements of Security Guards (total strength 36)
- Partly handling the hotel bookings of executives.
- Responsible for diesel delivery in time to all sites for generators and vehicles.
- Responsible for shifting of potable cabins to built the site offices at new sites.
- Responsible of security for all sites, factories, warehouses and camps

**2003 – 2006**

**RAIESCO INTERNATIONAL  
Assistant Operations Manager  
UAE/Dubai**

- Managing all kind of requirements of manpower, heavy and light equipment's and machinery and maintenance of tower cranes along with erection and dismantling as per site requirements.
- Responsible of all kind of maintenance of heavy & light equipments.
- Managing all kinds of construction activities, managing projects, building maintenance, payment follow up, bill generating, work progress and work force requirements according to the projects.
- Searching projects managing the projects, logistics departments with labour requirements for all sites also handling heavy machinery requirements according to projects requirements.