



## Abdul Shakoor

(Certified Logistics' Supply Chain Professional (CLSCP))

### FibreX Contracting

Abu Dhabi, U.A.E

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### Personal Information:

Father's Name: Abdul Shakoor

Date of Birth: 01 March 1986

Marital Status: Married

Nationality: Pakistani

Passport No: AE 5161493

Date of Issue: August 16, 2015

Date of Expiry: August 14, 2020

Country of Stay: Dubai, UAE

Visa Status: Employment

Employer: Fibrex Contracting LLC



PO Box: 462 Abu Dhabi, United Arab Emirates

### Objectives

To Find a suitable position with an organization where I can utilize my best skills and abilities that fit to my education, skills and the experience a place an encourage and permitted to be an active participant as well vital contribute on development of company

### Accomplishments

- To handle high-rise towers from scratch to handover, Plant & Equipment Operators, light & heavy equipment mechanics, plumbers/electricians, cleaners, Logistics teams, drivers, sub-contractors and suppliers.

### KEY / Strengths

- Proficient in site Logistics, Safety, Commercial & Admin Issues.
- Good knowledge of People management.
- Proficient in site Logistics QHSE procedures.
- Excellent computer application skills i.e. MS Excel, MS Word, Outlook, Internet.
- Good report writing and excellent attention to detail & accuracy.
- Highly analytical as well as innovative in problem solving.
- Excellent organizational, system development, communication and interpersonal skills.
- Excellent use of initiatives.
- Highly committed, dependable, flexible and willing to learn.
- Ability to work independently and with site Logistics team.
- Languages: English, Arabic, Urdu (Hindi), Panjabi- written and verbal proficiency.

### Employment History

#### **Currently Working as Project Logistics Manager in Fibrex Contracting LLC.**

- **Meydan Beach Hotel Project on JBR Beach Dubai**
- **B2+G+55 Story High-rise Tower Building.**
- **DMT Ghadan 21-Quick Wins Waves 1 City Color Wave 1.**

### Roles & Responsibilities:

- Handling Plant & Equipment such as Lifting, earthmoving and Static.
- Waste Management.
- Handling Internal & External Hire Plant Operators/drivers.
- Recording break down reports & reporting to Plant department and as well as commercial/Admin team for Cost.
- Handling time sheets daily, weekly and monthly.
- Conducting weekly & monthly Plant Tool Box talks with Operators and Logistics workers.
- Coordinating with Plant & Suppliers for delivery/collection arrangements.
- Warehouse Management such as material handling and distribution.
- Daily Plant & Equipment checklists/Inspections.
- To allocate and supervise support services employees such as electrician, mechanic, security guard, plumber in order to provide services promptly.
- Allocate work and assign responsibilities to carry out routine job;
- To create safe access routes / diversions & temporary facilities for site workers.
- Traffic Management
- Coordinate necessary permits / approvals from local authorities.
- Handling of welfare area of the site workers.
- Efficient and effective coordination of site activities.
- Preparation of daily, weekly & monthly Logistics reports (Diesel consumption, sweet water supply, construction waste removal, and sewage water removal, internal & external hire Plant & Equipment.
- Reporting to Group Logistics Manager.



**HLG Contracting**  
**Old Name Al Habtoor Leighton Group**  
**Airport Road, Dubai,**  
**U.A.E**

**HLG Profile**

Habtoor Leighton Group is one of the leading multi-disciplined construction groups in the Middle East and North Africa (MENA) region. It combines the strengths, experience, and expertise of two world-class construction companies – Al Habtoor and Leighton - and aims to become one of the top 50 contractors in the world.

The Group functions through its two core operating companies Al Habtoor Engineering and Gulf Leighton; and through a diverse range of complementary, Associated Businesses, which enable the Group to offer clients a complete, one-stop solution to all their construction, development and management needs.

The Al Habtoor Leighton Group was formed in 2007, following the merger of the UAE's premier building contractor, Al Habtoor Engineering Enterprises, with Gulf Leighton; Leighton International's operating company in the Gulf region. Leighton International is a subsidiary of the Leighton Group, Australia's largest project development and contracting group.

Al Habtoor Engineering's extensive track record in large-scale building projects complemented Leighton's expertise in large-scale civil infrastructure projects. The merger immediately created one of the region's leading multi-disciplined construction groups.

The Group focuses on the following market sectors:

- Building Structures
- Civil Engineering and Infrastructure
- Offshore Oil and Gas
- Rail
- Mining

- **Worked as Logistics Coordinator” in HLG Contracting LLC UAE since 2006 to May 2017.**

**Project Completed in HLG,**

- Fakeeh Academic Medical Center as a Logistics Coordinator
- Worked at Al Ghurair City Expansion as Logistics Supervisor
- Worked at Zayed Museum (Saadiyat Island) as Logistics Supervisor
- Worked at Dust Thani Hotel, Residential Complex as Logistics In charge
- Business Bay 11 Towers with Podium as Logistics in charge.

**Job Responsibilities:**

- Plant & Equipment handling such as lifting equipment, earth moving and static Plant.
- Preparing time sheets.
- Warehouse Management.
- Checking Plant equipment on daily basis.
- Attending monthly Plant Tool Box meetings.
- Prepare a schedule of Tower Crane raising and confirm the time
- Weekly & Monthly Maintenance report
- Manage the construction of temporary facilities
- Monitor and managing project traffic and temporary access/egress.
- Provided a variety of clerical, administrative and technical duties in support of logistic operation.
- Outlined Method Statement;
- Training and evaluating Logistics staff to improve training standards.
- Identifying and communicating corporate objectives, performed analyses on resource needs.
- Organizing and directing operational efforts to achieve desired results.
- Attending monthly Plant Tool Box meetings.
- Reporting to Project Manager or Project Director.

**PROFESSIONAL qualifications/Certifications**

- S.S.E – Pakistan
- Civil Engineering (DAE) (2002-2005)
- Lean Six Sigma Green Belt (LSSGB)
- Certified Logistics' Supply Chain Professional (CLSCP)
- Environmental Awareness Module 1 (18 April 2016) CETA HLG Training Academy.
- Lifting Supervisor – LEEA Approved
- Safety Culture Leadership (25 April 2016) CETA HLG Training Academy.
- Safety Culture Leadership (09 February 2017) CETA HLG Training Academy.

**Interest And Hobbies**

- Curious to learn new things.
- Net Browsing.
- Cricket fan.