

Muhammad Usman Tariq

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Objective:

Seeking a career that is challenging and interesting, and lets me work on the leading areas of technology, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives.

Experiences

- Organization: **Power Access Electromechanical Works (Dubai, UAE)**
- Duration: 18th June 2019 to Till Date.
- Designation: **Secretary Cum Administrator**
- Projects: Olivera Residence & Park Project At Dubai Studio City, Dubai
- Project: UG+G+2P+7F+HC+R Commercial & Residential At Al Warsan 4th, Dubai
- Project: 2B+G+2 Storey Commercial Building
- Project: DAMAC Sales Office At Al Manara Dubai.
- Project: G + 1 48 Townhouse and Villas At Al Furjhan, Dubai.

- Organization: **Liwa Installation of Swimming Pools (Abu Dhabi. UAE)**
- Duration: 4th October 2016 to 16th June 2019.
- Designation: **Secretary**

Responsibilities

- Answering calls, taking messages and handling correspondence.
- maintaining diaries and arranging appointments.
- Organize and Archive Documents.
- Check for accuracy and edit files.
- File documents in physical and digital records.
- Update Submittals Logs For Meetings.
- Submission of Drawings, Material Submittals, Inspections.
- Coordination with suppliers to prepare material submittals and O & M Manuals.
- Create templates for future use.
- Manage the flow of documentation within the organization.
- Distribute project related copies to internal teams.

Local Experiences

Organization: **MAK Engineering Services Peshawar**
Duration: 06 Months in 2016
Designation: **Junior Engineer**
Project: **Company Bagh Park Kohat**

Organization: **Principal Engineer & Constructor Karachi**
Duration: 6 Months in 2015
Designation: **Supervisor**
Project: **COM3 Mall & Residential Project**

Responsibilities

- Layout of Construction Work.
- Quantity and Billing.
- Estimation and Supervision of Civil work.
- Coordinating with contractor and consultant.
- Check the quality day to day work.
- Independently Control Site.
- Giving layout of Beams and Columns.
- Giving instruction to labors.

Educational Qualification

- **SSC** from **Board of Intermediate & Secondary Education Kohat** with 57.04 % marks.
- **DAE** Diploma of Associate Engineer from **Khyber Pakhtunkhwa Board of Technical Education** with 64.71 % marks.
- Short Course in **Land Survey** from **Khyber Pakhtunkhwa Trade testing Board** in 2014.

Skills

Expert in MS Office Experience in Basic use of computers
Documentation
Filling
Receiving and Releasing
Good Knowledge Of Office Operations
Operating System: Windows 98, 2007, ME, XP
Expert in use of Auto Cad Software

Personal Information

Date of Birth:	06 th April 1995
Nationality:	Pakistani
Marital Status:	Single

Passport Detail

Passport Number:	CC7961152
Date of issue:	26 th April 2018
Date of Expiry:	25 th April 2028

Driving Licences Detail

Licences Number:	4214114
Date of issue:	26 th December 2021
Date of Expiry:	26 th December 2023

Visa Detail

Visa Type:	Transfarable Employment Visa
Visa Expiry Date:	27 th November 2023