

# Curriculum Vitae

Tanveer Abbas

Mobile No: - +971569273808

Email id: - [abbastanveer14@gmail.com](mailto:abbastanveer14@gmail.com)



## **OBJECTIVE**

Join professionally managed organization to contribute my knowledge and experience for achieving corporate goals.

## **PERSONAL PROFILE**

Date of Birth	: 17/02/1990
Marital Status	: Single
Nationality	: Pakistan
Place of Birth	: Punjab
Languages known	: English, Hindi, Punjabi, Urdu, Arabic

## **PASSPORT DETAILS:**

Passport No.	: DE1017223
Place of issue	: Jhang, Pakistan
Date of issue	: 24/01/2009
Visa Status	: Work Visa
Visa Validity	: Less Than 1 Month

## **WORK EXPERIENCE** (10 YEARS (Approx.) 09 year in UAE)

Logistic Coordinator:	From	To
1. Worked with AL Asab Transport Est. With ADCO South-East Tie- in Project	July 2015	Mar-2018
2. Working with Abasyn Transport and Raptors Contracting	Nov 2018	Still Working

- As per ADCO procedure preparing required documents for vehicles.
- Preparing IVMS System Software installed on vehicles.
- Preparing Vehicles Registration.
- Preparing Vehicles Security Pass & Mulkia Renewal.
- Organizing & adjusting Vehicles and Equipment Movements in Site.
- Organizing Service & Maintenance of Heavy Vehicles, light Vehicles and Equipment for Alasab and Rental.
- Preparing Daily and monthly time sheet for Alasab Vehicles and Equipment
- Preparing Daily and monthly time sheet for Rental Vehicles and Equipment

- Preparing P.R for Vehicles, Equipment, Welding Machines, Generators in SAP for Alasab And Rental
- Verification, getting approval And updating of Invoices in SAP System
- Organizing petty Cash for oil change and petrol.
- Organizing Petty Cash for ADCO vehicles Services.
- New hiring and mobilization for all Vehicles Equipment for Alasab and Rental.
- Organizing and arranging all Drivers and Operators duties.
- Organizing replacement for drivers and operators which on leave.
- Handling materials transportation from vendors to Site and Store.
- Preparing bill of materials for vehicle servicing and RTA passing
- Coordination with Heavy equipment suppliers to hire and mobilization on time delivery to site.

### **Time Keeper:**

Working with AL Asab Transport Est

Jan 2013

Jun 2015

- Maintaining time sheet, employees work sheet, and compute the wages of the employees
- Reviewing various employee work and attendance records to calculate discrepancies in employees payroll calculations
- Processing issues related to employees payment, earning and deductions
- Keeping track of employees leaves such as sick leave, personal leaves, vacations, etc
- Keeping track of absence of employee from work due to official travel
- Sending daily arrival and departure report to the management
- Receiving Daily Timesheets From Supervisor, Foreman & General Foreman
- Compile production and time records of employees
- Review all essential documents such as time cards, time sheets and work charts submitted by employees.
- Converse with employees to discuss differences in hours worked
- Visit the production and work places to check the attendance of workers
- Tracked the extra hours worked for overtime

### **QUALIFICATIONS:**

Diploma in Electrical (03 Years) D.A.E 2012

Metric Science 2009

Computer (1 Year)

### **IT / COMPUTER PROFICIENCY**

- Familiar with computer Hardware and software.
- Excellent in MS Office, and Familiar with Internet.
- Good Knowledge of SAP system.

### **PROFESSIONAL STRENGTH**

- Ability to work under pressure with minimal supervision.
- Can adapt to any working condition.

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- Self-driven, hardworking, disciplined, energetic and vibrant.
- Dedicated towards my responsibility and strongly believe in teamwork.
- Strong will and determination to succeed enhances and increases productivity in any given organization.

## **POSITIVE ASPECT**

Well organized, self-motivated, good team player, copes well with pressure, meets deadlines, dedicated, punctual & disciplined, self-starter.

To pursue a challenging career, I feel my qualification and experience will enable to contribute positively in the position you have. Enjoy staking individual responsibilities.