

Abdullah Khalil

Dubai 00000

abdullahkhalil94@gmail.com

+971 56 315 6100

Dedicated and motivated professional seeking a challenging role that values strong communication, analytical thinking, and passion. Committed to contributing to the growth and success of the organization through diligent work and a proactive mindset.

Willing to relocate: Anywhere

Personal Details

Birth Date: 1994-02-28

Eligible to work in United Arab Emirates: Yes

Industry: Industrial Engineering, Mechanical Engineering, Mining & Oil, Production & Manufacturing, Quality Assurance, Retail, Sales, Transportation Services

Work Experience

Driver

Cars Taxi Services-Dubai

June 2023 to July 2024

- To consistently offer professional, friendly and engaging service.
- To deliver and collect customers at the Airport and chauffeur drive them using the light motor vehicle.
- Assist tourists about Dubai in an informative and helpful way.
- Maintains assigned vehicle clean, tidy inside, and smell fresh.
- Assists with the customers' luggage when needed.
- Keeps an accurate record of all the vehicle maintenance.
- Takes the allotted vehicles for service and repair in due time.
- Exercises attentiveness and care when parking or driving.
- Abides by the laws and regulations of the traffic code, as required by Dubai Road Authority and Dubai Police.
- Logs and informs the reporting Manager immediately if any damage or accident occurs.

Customer Service Agent

Transguard Group LLC-Dubai

September 2022 to May 2023

- Communicated effectively with passengers, providing assistance and addressing their inquiries and concerns. Handled luggage and cargo, ensuring proper handling, storage, and transportation.

- Collaborated with team members to ensure smooth operations and efficient service delivery. Maintained a focus on safety and security protocols throughout all tasks and interactions.
- Delivered excellent customer service, striving to meet and exceed passengers' expectations.

Data Entry Operator

Metal Fasteners Mfr. Co. LLC-Dammam

January 2016 to March 2022

- Enter production data, inventory records, and relevant information accurately and efficiently. Organize and manage production-related documents using EDMS.
- Assist in preparing accurate and complete BOQ and BOM for production projects. Utilize AutoCAD software to create or modify shop drawings and technical diagrams as needed by the production engineering team.
- Coordinate with teams, suppliers, and stakeholders for materials procurement, delivery schedules, and production requirements. Adhere to company standards, ensuring compliance with quality, health, and safety regulations.

AutoCAD MEP Draftsman

Season Master Engineering Pvt LTD.-Islamabad, Pakistan

February 2015 to December 2015

- Utilize AutoCAD software to create precise 2D and 3D drawings for various building systems, including HVAC, plumbing, drainage, fire fighting, and central vacuum.
- Develop shop drawings that accurately detail technical specifications and comply with industry standards and project requirements.
- Generate as-built drawings to reflect modifications made during construction, ensuring accurate representation of the final installed systems.
- Collaborate with project team members to facilitate coordination and integration of building systems. Assist in preparing submittals and maintaining comprehensive documentation.
- Demonstrate teamwork, communication, and attention to detail in all aspects of the job.

Mechanical Supervisor (Internee)

AIRENG COMPANY ISLAMABAD-Islamabad, Pakistan

October 2013 to January 2015

- Supervised the fabrication process, ensuring adherence to quality standards and safety protocols.
- Fostered teamwork and effective communication among team members to optimize productivity.
- Developed accurate shop drawings and maintained up-to-date as-built drawings.
- Demonstrated excellent time management skills to meet production deadlines.
- Coordinated with cross-functional teams to ensure smooth workflow and resolve any issues.
- Prepared submittals and maintained comprehensive documentation.
- Ensured compliance with project specifications and regulatory requirements.

Education

Bachelor's in Mechanical Technology

Preston University - Islamabad Pakistan.

September 2013 to October 2015

Higher diploma in Mechanical Technology

Govt. College of Technology Bahawalpur - Bahawalpur

August 2010 to August 2013

High school or equivalent in Science

Ashraf Higher Secondary School Lodhran - Lodhran Pakistan

August 2000 to July 2010

Skills

- Team player
- Analytical thinking
- Problem Solving
- Attention to details
- Microsoft Office (6 years)
- AutoCAD 2D, 3D (2 years)

Languages

- English - Intermediate
- Urdu - Expert

Links

<https://www.linkedin.com/in/abdullahkhalil94>

Certifications and Licenses

Driving Licence

September 2023 to September 2025

Light Motor Vehicle (Automatic) issued by RTA Dubai, UAE

Basic Computer Course

October 2015 to Present

Completed and certified 45 days basic computer course from DWP Islamabad.

- Introduction of computer.
- Larned Microsoft Excel,Word,Presentation.

- Completed different excel, word exercises.

AUTOCAD (MECHANICAL)

August 2013 to Present

Completed and certified 3 months AUTOCAD (MECHANICAL) FROM NTB Islambad.

- AUTOCAD introduction.
- Tools and tabs and their uses.
- Completed 2D and 3D exercises.

Groups

Rising Stars

August 2012 to August 2013

Rising stars was our mechanical project group of 2013 at college.

- Group leader
- Fabricator
- Project report writer.

Additional Information

Good in relations with colleagues and other departments and a good team player. Good in identification and sloution of key issues.

I like to work under stringent deadlines and working environment.