

Muhammad Jameel

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Worker village Mussaffah Abu Dhabi,
Abu Dhabi, United Arab Emirates



ABOUT ME

An ambitious Geological Site Engineer aiming to utilize and enhance my skills and qualifications through a big organization which encourages continuous education and development of its employees, and through which I can interact and work efficiently in a dynamic environment to prove myself. And strongly focused with the ability to complete tasks accurately in the fast paced environment with the conflicting deadline committed Administrative Assistant / Document Controller with a solid 02 Year worked experience in busy office environment strong communication and interpersonal skill with astute judgment when performing diverse daily task. High skill of managing office supplies paperwork and soft work as per project requirement.

PERSONAL DETAILS

WORK EXPERIENCE

Administrative Assistant

Al Barakah Holding UAE / Abu Dhabi / Dec 2019 - Present

- Assisted office staff by managing customer correspondence, tracking records, and handling interoffice communication.
- Addressed all clerical needs of company operations including filing, copying and faxing documents for managers and executive staff.
- Supervised 30 clerical employees and improved training procedures to increase staff proficiency.
- Used Microsoft Office and Esat Software to document expenses and kept records up-to-date.
- Responsible for controlling and managing all document processes including reviewing files, records and critical information and confirming accuracy and compliance with policies and procedures of company.
- Assisted in producing payroll, kept employee records, and tracked time cards for all company departments.
- Created and maintained physical and electronic systems to keep records up-to-date and compliant and purged unnecessary and/or outdated records.
- Handled all the front desk and reception duties including creating spreadsheets, faxing reports, and scanning documents.
- Created invoices for customers' purchases, prepared packages for shipment, and arranged courier delivery.
- Responsible for maintaining and restocking office inventory and submitting purchase orders for new Office Staff, Catering, And Pantry products.
- Supervised the collection of physical files, spreadsheets, and updated reports for department requirements.
- Maintained supplies by checking stock to determine inventory level.
- Document controller in Archive section of whole company main office. Document controlle Scanning, Stamping Safe and Uploaded online on company software for all departments.

Warehouse Manager

Albayrak Management & Construction Company / Islamabad Pakistan
/ Sep 2018 - Sep 2019

- Responsible for preparing inventory for shipment by preparing shipment documents, tagging, labeling and securing items on pallets ready for transport.
- Verified quantity and quality of shipments and requested refunds or replacement of rejected items that were returned as substandard.
- Supervised shipping and receiving of more than 100 packages every 24-hour period.
- Ensured stock inventory was sufficient for marketplace demand and projected sales.
- Responsible for all customer records, order, shipment and inventory documents to keep all records accurate and up-to-date.

Date of birth

16/09/1996

Nationality

Pakistan

Visa status

Residence/ Employment Visa
(Transferable)

Marital status

Single

LANGUAGES

English

Urdu

Hindi

Punjabi

REFERENCE

Reference will provide on
Demand

- Achieved 99% accuracy for conducting inventory counts, ensuring adherence to company audit rules.
- Provided training to staff regarding correct handling of materials to reduce shipping times.
- Supervised 40 employees for West Management and Metro construction company and controlled inventory of in 300-square foot warehouse.
- Supervise the workshop and warehouse staff for daily work and daily reported to head of department.

Project Engineer /Site Engineer

WAPDA Pakistan / Mzd Azad Kashmir Pakistan / May 2016 - Apr 2018

- Inspected building foundations including conducting soil tests to ensure that stability and adequate support was provided by materials used.
- Determined project feasibility by calculating materials and costs of projects.
- Supervised engineering activities at project sites and ensured work was in accordance with specifications.
- Used Paper work manual calculations to calculate loads and stresses to decide specifications for building and tunnel designs.
- Supervise the tunnel construction projects work like drilling, grouting concret work in underground tunnel construction for Hydorpower project.Capacity (971MW).
- Site engineer worked in Tunnel construction project for underground dam.
- Soil investigation and rock material for stability of construction.
- Supervise the Construction site workers for perfect and safty of site workers.
- Bar bending schedule for reinforcement & Evaluation and Implementation of Site Works.

EDUCATION

Bachelor

University Of Azad Jammu & Kashmir Mzd / Muzaffarabad Pakistan

- BS: Geological Engineering
- GPA: 3.2/4
- Bachelors
- Related Projects: Site Investigation and Soil testing, Mapping, Rock Mechanics, Land survey and Land Slide measurment Inventory
- Major: Geotechnical Enigneering
- Thesis: Geological Hezard and Soil Investigation for soil testing

High school diploma

Mirpur Bord Of Azad Kashmir / Mirpur / 2014

- FSC (Science)
- Percentage: 65%

SKILLS

Time management skills



File/records maintenance



Excel



Team management



Problem resolution



Supervision



Results-oriented



Project Management



Computer Literate



Positive learning process



COURSES

Computer Diploma

Moon Creation School Of Information Technology M / Dec 2014

MS Office (Word , Excel, PowerPoint, Access Outlook)

MCSIT / Nov 2020

Coral Draw and Graphic Designing

MCSIT / Dec 2020

Photo Shop

MCSIT / Dec 2020

In Page (Urdu & Arabic)

MCSIT / Dec 2020

GIS & Remote Sensing

UAJ&K Muzaffarabad AJK / Nov 2020

HOBBIES

Hiking, Internet Searching, Games, Book Reading, Cooking