

ABDUL RAUF KHUDA BAKSH

----- HEAVY EQUIPMENTS SUPERVISOR -----

✦ Dubai – United Arab Emirates

☎ MOBILE: 00971567900864

✉ rauf29495@gmail.com



Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning and personal growth.



SKILLS



- ☑ Microsoft Office
- ☑ Equipment Maintenance
- ☑ Attention to Detail
- ☑ Ability to accurately interpret plans
- ☑ Ability to adhere to work schedule
- ☑ Analytical Skills
- ☑ Secretarial skills

LANGUAGES

Arabic	=====
English	=====
Hindi/Urdu	=====
Baloch	=====

DRIVING LICENSE

Automatic DL

REFERENCES

Will be provided upon request

WORK EXPERIENCE

Makkoran Heavy Equipments FZE [Jebel Ali South Free Zone – FAX - +97148861665]

April 2015 till present

ROLE: HEAVY EQUIPMENTS SUPERVISOR

Oversees, supervises, inspects, schedules, assigns, prioritizes, and participates in heavy equipment maintenance, general maintenance, and construction work; coordinates work assignments with other supervisors to ensure efficient use of resources; and provides technical expertise.

- Performing routine maintenance tasks on heavy equipment such as checking fluid levels, inspecting and replacing spares.
- Complete heavy equipment operator training programs by the company and maintain clean driving records.
- Problem solving and working under pressure following the plan blue print accurately.
- Adhere strictly to safety protocols and quality requirements.

Makkoran Heavy Equipments FZE [Jebel Ali South Free Zone – FAX - +97148861665]

March 2012 till Apr 2015

ROLE: OFFICE ADMINISTRATOR

Organizing files, preparing documents, managing office supplies and scheduling appointments.

Solving customer queries and organizing field visits.

Maintaining and filing invoices.

Collections