

Name:
E-Mail:
Mobile Number:
VISA Status:

Haroon Akhtar
haroonakhtar1483@gmail.com
00971-50-9796631
Resident



CAREER SYNOPSIS

- ✓ Fully aware of clerical work.
- ✓ Documents Arrangements
- ✓ Warehouse organizing
- ✓ IT related works.
- ✓ Fully aware of Mobilization and De-Mobilization of Manpower.
- ✓ Vehicle & Equipment Registration (MULKIA), Insurance, Security Passes (New & Renewal)
- ✓ On-shore Off-shore equipment Mobilization.
- ✓ Loading Offloading equipment on barges for off-shores.

COMPUTER SKILLS

Ms Office, Coral Draw, Photoshop, AutoCAD, 3DS Max,

QUALIFICATION

Matriculation from Board of Intermediate and Secondary Education, Lahore Pakistan
Intermediate in Computer Sciences (ICS) From Scholars College Shadman, Lahore Pakistan

EXPERIENCES

Aayaan Traders
Jan 2020 to Feb 2023
Document Controller

Have been working in Aayaan Traders since Jan 2020, in warehouse. Aayan Traders is a general trading company in Electronics Sector working in Lahore, Pakistan.

Job Responsibilities

- ✓ Copy, scan and store documents
- ✓ Check for accuracy and edit files, like contracts
- ✓ Review and update technical documents (e.g. manuals and workflows)
- ✓ Distribute project-related copies to internal teams
- ✓ File documents in physical and digital records
- ✓ Create templates for future use

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- ✓ Retrieve files as requested by employees and clients
- ✓ Manage the flow of documentation within the organization
- ✓ Maintain confidentiality around sensitive information and terms of agreement. Prepare ad-hoc reports on projects as needed.

AK Builders

Jan 2017 to Dec 2020

Supervisor & Document controller

Have been working in AK Builders since Jan 2017, in the department of Administration. AK Builders is a construction company in commercial and domestic Sector working in Lahore, Pakistan.

Job Responsibilities

- ✓ Dealing with email enquiries
- ✓ Taking minutes
- ✓ Diary management and arranging appointments, booking meeting rooms and conference facilities
- ✓ Data entry (sales figures, property listings etc.)
- ✓ General office management such as ordering stationary
- ✓ Organizing travel and accommodation for staff and customers
- ✓ Arranging both internal and external events
- ✓ Possibly maintaining the company social media accounts
- ✓ Providing administration support to Sales Reps, Property Managers and Senior Management.

Qatar Construction L.L.C.

Dec 2015 to Aug 2016

E & P Coordinator

Have been working in Qatar Construction since Nov 2015, in the department of Planning as E&P Coordinator. Qatar Construction is a construction company in Oil and gas Sector working in UAE, Qatar.

Job Responsibilities

- ✓ Worked in Equipment& Plant department (Head Office) as an E&P Coordinator.
- ✓ Sourcing the rental equipment and vehicles (Earth Moving and Static Equipment).
- ✓ Negotiations from vendors in company interests.
- ✓ Cost controlling.
- ✓ Invoice's verifications.
- ✓ Coordination includes sourcing of Fleet, arrangement of security passes and logistics of equipment to site location

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Descon Engineering Ltd.
Feb 2011 to April 2013
E & P Coordinator.

I was doing my job in Descon Engineering (UAE) since Feb'2011 to April 2013, in the department of Equipment and Plant. Descon is a construction company in Oil and gas Sector working in UAE, Qatar, Saudia Arab and Pakistan.

Job Responsibilities

- ✓ Working in Equipment& Plant department (Head Office) as Fleet Coordinator.
- ✓ Working as an Fleet Coordinator for Various projects which includes, Ruwais Refinery Expansion, ADGAS Turn Around, Integrated Gas Development Project etc.
- ✓ Coordination includes sourcing of Fleet, arrangement of security passes and logistics of equipment to site location
- ✓ Mobilization and De-Mobilization of Fleet from DAS.
- ✓ Fleet includes Light Vehicles, Cranes, Power generators, air compressor, etc.

Aldo International
Sep 06 to Jan 2011
Graphic designer with Roland printer operate

Job Responsibilities

Auto Cad 2d & 3d Modeling of various types of structures in AutoCAD, hoardings, sign boards, Road's safety signs in Designing Applications and structures surveyor. Projects includes

- ✓ Mapping, drafting and designing of The Bank of Punjab, MCB Bank, Dubai Islamic Bank, 25 KM long road in Karachi(Pakistan) along with the Traffic Safety Sign Boards mapping in Auto Cad With 3D in 3Ds Max.
- ✓ Lahore to Faisalabad Motor Way Hoardings, sign boards, Road safety sign foundation and structure. Mapping and drafting of several other projects in Commercial Graphic.

Color Math
Sep 05 to Sep 06
Graphic designer with Roland printer operator

Job Responsibilities

Graphic Designing in Coral Draw, Photoshop Auto Cad 2D & 3D designing of various types of structure, Hoardings, sign boards and structure survey.
Worked in many projects during my stay.

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Dimension Associates

June 03 to Sep 05

Lead Civil Structural Designer

Job Responsibilities

AutoCAD 2D 3D modeling, Corel Draw, Photoshop for various types of Structures, Oil & Gas, Housing & Commercial building industry & Power industry. Detailed 3d modeling of complete units & detailed drafting of pipe racks, technological structures, technical building, shelters, control room & etc. draft as per applicable specifications, codes & Standards.

Major projects during my stay were.

- ✓ PSO (Pakistan State Oil) : Fabrication drawing for canopy, structure platforms, stairways etc.
- ✓ DHA (Defense Housing Authority): Civil Structure Layout & Architectural Drawing
- ✓ EME Housing Society: Civil Structure Layout & Architectural Drawing

PERSONAL DETAILS

Name:

Haroon Akhtar

Date of Birth:

1st April, 1983

Marital Status:

Married

Languages:

Urdu and English

Driving License:

UAE & Pakistan

Visa Status:.

Resident