

# Rameez Akmal

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## VISION

I am a mature and enthusiastic individual who believes in snaking up my ladder with honesty and hard work. I possess a strong personality and interpersonal skills. My current experience and training have equipped me to respond to queries, manipulate problems analytically, assess situations, and resolve issues quickly and professionally. I wish to join a company that recognises my potential and provides me with the necessary training and expertise to help me progress further in Engineering.

## SKILLS

- 2D Drawing
- 3D Drawing
- BOM / BOQ Calculation
- Support in estimation
- Supervision the production team as per Drawing
- Procurement coordination
  - Getting Quotation from suppliers
  - Make cost comparison
  - Making Purchase Orders
  - Update Purchase Order data.
  - Purchase Order closing and Original Document Submitted to accounts.
- Inventory management
  - Stock Reconciliation
  - Material Incoming
  - Material Outgoing
  - Raw material management
  - Product Entry
  - Working on ERP System
- ERP System
- Software Install
- In page
- Internet
  - Browsing
- Microsoft Office
  - E-Mail
  - MS Word
  - MS Excel
  - Outlook
  - Powerpoint
- Computer Hardware Tech. & Maintenance

## PRACTICAL EXPERIENCE

Designation: **Draftsman**

Company: **Nartel & Hitech Fence Steel Ind. Group of companies**

Tenure: **01-Jan-16 to continue**

Majors:

- Preparing Technical Drawing
- BOM Calculation
- BOQ Calculation
- Assist in cost estimation
- Preparing shop drawings for chain link fencing system
- Preparing shop drawings for welded panels
- Preparing shop drawings for Hi Secure Panels
- Preparing shop drawings for Miscellaneous products
- Preparing shop drawings for steel structures
- Preparing shop drawings for isometric Drawing
- Preparing shop drawings for coordinations drawing
- Materials Quantity Takeoff as per shop Drawing
- Preparing shop drawings for sections & details
- Preparing shop drawings for architectural drawings
- Preparing shop drawings for civil & Structural drawings
- Supervise the production team as per Drawing

Designation: **Inspector HSE**

Company: **Sapphire Finishing Mills Ltd (SFML), Lahore**

Tenure: **01-Oct-12 to 30-Sep-14**

Majors:

- Working as Safety Inspector during Construction of Hostel and Installation of New Machinery.
- Manage **Health & Safety system in Levis Safety Audit**,
- Carry out **Risk Assessment**,
- General Secretary for Health and Safety Committee,
- Conduct **job safety analysis**,
- Conduct **Safety trainings**,
- Supervise **HSE practices**,
- Issuance of **work permits**,
- Coordinate with project team and discuss **safety plans**,
- **Fire fighting team leader**,
- Implement **Lock Out Tag out (LOTO)** practices,
- Supervise housekeeping team,
- Checking of **fire fighting equipments**.
- Maintain PPEs issuance record and prepare monthly **PPEs report**.
- Coordinate with civil project team and discuss **safety plans**,
- Responsible for health and safety and security issues in the office.

## TECHNICAL DOCUMENT CONTROLLING

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Maintain updated records / logs of all approved documents and drawings and them distribution clearly.
- Performs Data backup to ensure proper storage and archiving of electronic registers.
- Maintain the files and control all master logs as required by the projects individually

## EDUCATIONAL BACKGROUND

Degree	Years	Marks	Division	Board/University
D.A.E (Mechanical)	2011	2221/3350	1 <sup>st</sup>	P.B.T.E Lahore
Computer Course	2010	401/500	1 <sup>st</sup>	Faisalabad
Metric (Science group)	2007	548/850	1 <sup>st</sup>	Faisalabad

## Diploma / Trainings

- **AutoCAD 2D/3D diploma and training** by **Arshi Computer college**.
- **IOSH-Managing Safely** accredited course by **SBS**.
- **HABC-Fire Safety** accredited course by **SBS**.
- **Construction Safety Management**: training and workshop by **EPC**.
- **Hazard Analysis and Risk Assessment**: training and workshop by **EPC**.
- **Process Safety**: Training and workshop by **EPC**.
- **Basic Fire & Safety**: by **Hassen Habib, Lahore** (Nov-2012).

## PERSONAL INFORMATION

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- Father's Name: Khadim Hussain
- Date of Birth: 21-04-1992
- Domicile: Toba Tek Singh (Punjab)
- Nationality: Pakistani
- N.I.C #: 33303-4290697-9
- Iqama #: 2408501993
- Passport #: AD1356971
- Permanent Address: Chak No 317G.B. Tehsil & Distt. Toba Tek Singh

## LANGUAGE

- English (Good)
- Urdu (Excellent )
- Punjabi (Excellent )

## REFERENCE

To be furnished on demand.