



# MUHAMMAD HEBAB UR REHMAN

## CONTACT

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## LANGUAGES

English

Urdu

Arabic

Pashto

## SKILLS

Interpersonal Skills

Trustworthiness & Responsiveness

Adoptability & Flexibility

Hardworking and Enthusiastic

Team leadership / Supervision of

works (Constructions in Govt. Sector and Oil & Gas Sector)

Customs Clearing (Documentation & Inspection at Air & Sea Ports)

Freight Forwarding (Import & Export)

Transport Management (Cargo Delivery Scheduling)

Sales & Marketing (Indoor / Outdoor)

Client Relations & Public Relations

Office Management & Administration

MS Office / In-Page Urdu

Composing, Browsing, Scanning,

Printing

LTV Driving (Pakistan & U.A.E)

## OBJECTIVE

To utilize my knowledge in a positive way with optimistic approach with the commitment to my career organization and to the Humanity in my concern field.

## PROFILE

A performance driven professional with extensive background of 23+ years of experience in Administration, Operations Management, Land Transport Management, Freight Forwarding, Customs Clearing, Client Relations, Indoor/Outdoor Sales and Strategic leadership in Construction field with Oil & Gas Industry/Govt Sectors, Dubai Customs and Port Authorities & Logistics industry.

## EDUCATION HISTORY

Certificate	Institute	Session	Group	Marks
H.S.S.C (F.A)	Private / (B.I.S.E) Kohat	2002 ~ 2003	Humanities	456 / 1100
H.S.S.C / (F. Sc Pre-Engineering)	Govt. Post Graduate College Kohat / (B.I.S.E) Kohat	1999 ~ 2000	In- completed	
S.S.C / Matric	Govt Boys High School Teri Karak / (B.I.S.E) Peshawar	1997 ~ 1998	Science	561 / 1050

## EMPLOYMENT HISTORY

Company	Designation	Location	Duration
Chaudary Traders (Rawalpindi)	Salesman	Pakistan	Mar,2001 - June,2001
Mehfooz Medical Hall (Teri)	Salesman	Pakistan	July,2001 - May,2002

## PERSONAL INFO

**Father Name:** Mehfooz Ur Rehman

**Date of Birth:** 10-01-1982

**Marital status:** Married

**Domicile:** Karak

**Passport No:** DS9155194

**NIC No:** 14201-1807519-1

**Religion:** Islam

**Nationality:** Pakistani

Al-Rehman Traders Teri (Distributors)	Van Salesman	Pakistan	Aug,2002 - July,2003
SKC Engineers & Contractors	Site Supervisor / Team Leader	Pakistan	Aug,2003 - June,2005
Al Taif Gen Land Transport LLC	Transport Coordinator	U.A.E	July,2005 - May,2008
Bab Al Hawaig Cargo Services LLC	Customs & Transport Coordinator	U.A.E	June,2008 - July,2010
Rahman Poultry Farm	Owner/Caretaker	Pakistan	Oct,2012 - Mar,2016
SKC Engineers & Contractors (Pvt) Ltd.	Team Leader Cum Admin	Pakistan	Sep,2010 - Dec,2014
SKC Engineers & Contractors (Pvt) Ltd.	Project Coordinator	Pakistan	Jan,2015 - Dec,2018
SKC Engineers & Contractors (Pvt) Ltd.	Asst: Manager Administration	Pakistan	Jan,2019 - Dec,2019
SKC Engineers & Contractors (Pvt) Ltd.	Manager Administration	Pakistan	Jan,2020 - Present

## WORK EXPERIENCE (DUTIES & RESPONSIBILITIES)

### ➤ **Chaudary Traders** (Mar, 2001 – June, 2001)

- Introducing/Selling newly launched beauty Soaps in the market to wholesalers & retailers.
- Introducing/Selling the product in public via door-to-door campaign.
- Successfully archived & exceeded the daily targets.
- Submitting daily sales & collection report to the manager.

### ➤ **MEHFOOZ Medical Hall** (July, 2001 – May, 2002)

- Receiving & reconciling of all medicines from the suppliers.
- Stacking supplied medicines in racks and store room.
- Issuing/selling medicines to patients as per doctors' prescription.
- Giving injections to the patients and traditional wound dressing.

### ➤ **AI-Rehman Traders** (Aug, 2002 – July, 2003)

- Receiving & reconciling of all products from the manufacturers.
- Stacking supplied products in display racks and in stores.
- Introducing/Selling newly launched and existing all confectionary products in the markets.
- Introducing/Selling all the products via door-to-door sales/campaign in small markets/villages.
- Upon successful collection of demands scheduling delivery plan to the same.
- After delivery and collection of payments making statements/records on daily basis.

### ➤ **SKC Engineers & Contractors** (Aug, 2003 – June, 2005)

- Supervision of works at site & leading a team of workers.
- Scheduling / Planning & Assigning tasks to the workers and implementing/following HSE guidelines/protocols on site.
- Purchasing materials from local market/vendors as per site requirements.
- Sending daily progress report to higher officials.
- Making payments for on-site petty cash expanses and to the labors & rental equipment's etc.

➤ **AI Taif General Land Transport LLC** (July, 2005 – May, 2008)

- Marketing / Making new clients through media (phone, fax & emails etc.) and via visiting clients offices.
- Scheduling plan for daily cargo delivery (LCL & FCL / Containers).
- Resolving daily client issues & drivers Issues
- Making all vehicles inspection and maintenance on weekly basis.
- Preparing Invoices and submitting to clients on daily basis.
- Collecting payments from clients against the invoice.
- Making banking transactions (Deposits/ Withdrawals)
- Preparing monthly records & statements
- Making petty cash payments & statements
- Sending daily progress reports to Manager/Owner.

➤ **Bab Al Hawaig Cargo Services LLC** (June, 2008 – July, 2010)

- Customs Clearing (Processed documents & Inspections in Dubai Customs for Seaport & Airport Shipments)
- Processed documents for municipality and made inspection for food products.
- Freight forwarding (Processed documents & inspections for Import & Export shipments)
- Meetings with clients for solving their issues up to their satisfactory level.
- Marketing / Making new clients through media (phone, fax & emails etc.) and via visiting clients offices.
- Scheduling plan for daily cargo delivery (LCL & FCL / Containers) by coordination with clients.
- Resolving clients' issues & drivers Issues.
- Making all vehicles inspection and maintenance on weekly basis.
- Preparing daily Invoices and collecting cash from clients upon submitting the invoices
- Making Banking transactions (Cash Deposits/Withdrawal)
- Preparing monthly records & statements
- Making petty cash payments of daily expanses & preparing statements
- Processing employees' visas documents.
- Submitting daily reports to the Owner

➤ **Rahman Poultry Farm** (Oct, 2012 – Mar, 2016) Additional / Part-Time Job

- Supervising farm's staff (Scheduling / Assigning tasks for feeding & medication/vaccination etc.).
- Caretaking of overall poultry farm (For the production of 3000 poultry birds).
- Vaccinating the chicks/birds by myself with the help of workers.
- Consultation with doctors (in-case of serious issues).
- Purchase of chicks, feed, medicines etc.
- Selling poultry birds / chickens to the agents and local market.

➤ **SKC Engineers & Contractors (Pvt) Ltd** (Sep, 2010 – Present)

- Administration & Finance Management at Regional Office.
- Executing and Planning/Managing & operating Multiple Civil and Electrical Projects at site inside/outside the facilities.
- Supervision of works at site & leading a team of workers.
- Scheduling / Planning & Assigning tasks to the workers and implementing/following HSE guidelines/protocols on site.
- Arranging/attending Meetings with clients on field regarding project execution and community issues.
- Making Payments to the labors & vendors etc.
- Purchasing Multiple Materials & Equipment's as per site requirements.
- Making payments for on-site petty cash expanses and to the labors & rental equipment's etc.
- Visiting projects sites frequently for inspection purpose of smooth operations under company's HSE policy.
- Making Bank transactions (Deposits/Withdrawal). and maintain company's accounts records.
- Arrangements of transportation for mobilization/ demobilization and establishment of camp at site etc.
- Planning for controlling/reducing of projects costs/overheads.
- Keeping Inventory/Stores records by issuing & receiving all items/assets through proper gate pass & inspecting stores frequently.
- Supporting technical & proposals teams in tenders/quotations preparation by making pre-bid site visits & sharing market rates.
- Submitting reports to CEO directly as well manager technical.