

# Umar Sharafat



07942044126



umer.sharafat@gmail.com



<https://rb.gy/nn72pv>



London

Highly motivated SIA Door Supervisor with a keen eye for detail and exceptional communication skills. Proven ability to de-escalate tense situations through active listening and clear communication. Skilled in dynamic risk assessment, proactively identifying potential threats, and implementing preventative measures. Confident in conflict management techniques, ensuring a safe and secure environment for staff, guests, visitors, clients, and property.

## KEY COMPETENCIES

Safety First Aid Training  
Customer Service  
Problem Solving

Communication  
Time Management  
Teamwork

Conflict Resolution  
Adaptability & Flexibility  
Reporting and Documentation

## EDUCATION

### Master of Science in Construction Management (In-Progress)

Kingston University, London

### Master of Science in Civil Engineering

University of Engineering & Technology (UET), Pakistan

### Bachelor of Civil Engineering

National University of Science & Technology (NUST), Islamabad

## LICENSE/CERTIFICATION

- SIA Level 2 Door Supervisor License
- AIESEC Leadership Certification
- Google Data Science Certification

## PROFESSIONAL EXPERIENCE

### Ocean Basket UK, London

Feb 2024 - Present

#### Scullery Assistant

##### Roles and Responsibilities:

- Efficiently wash and sanitize dishes, pots, pans, and utensils to maintain kitchen cleanliness and hygiene standards.
- Operate industrial dishwashers and ensure proper maintenance of equipment to support kitchen operations.
- Assist kitchen staff with food preparation tasks, including ingredient portioning and stocking supplies as needed.
- Maintain cleanliness and organization of kitchen surfaces, floors, and trash disposal areas.
- Adhere to safety and hygiene protocols, including proper handling of cleaning chemicals and compliance with food safety guidelines.
- Collaborate with kitchen team members to ensure smooth operations during busy service periods.

### Project Management Unit, Health Department, World Bank

Nov 2022 - Dec 2023

#### Assistant Resident Engineer

I worked closely with the World Bank team, government officials, consulting firms, contractors, and other stakeholders to oversee the rehabilitation of 189 healthcare facilities in districts Peshawar, Nowshera, Swabi, and Haripur. Additionally, I was responsible for overseeing the reconstruction and rehabilitation of 158 flood-damaged healthcare facilities across 17 districts of KP, including the construction of 04 warehouses for medicine storage and equipment.

#### Roles and Responsibilities:

- My successful management of two design consulting firms with a team of over 50 professionals during the conditional assessment surveys, preliminary, and final design phases of healthcare facilities demonstrates my ability to lead teams to achieve project goals effectively.
- I effectively managed and supervised a team of 70+ personnel across 10 civil works contractors, ensuring that the construction progress was continuously monitored, and any issues were reported to the infrastructure specialist on time.
- Assisted the Procurement Specialist in preparing contract documentation and evaluated bids from both consultants and contractors.
- Provided valuable insights to the infrastructure specialist, advising on contractors' claims and addressing any other contractual problems arising at project sites, ensuring smooth project execution.
- Developed detailed schedules for construction projects using Microsoft Project and Primavera P6, optimizing timelines and resource allocation, resulting in timely and cost-effective project completion.
- Effectively managed a consulting firm comprising over 40 professionals, overseeing the comprehensive geo-tagging and data analysis of all healthcare facilities in the KP province, showcasing my expertise in managing complex projects.

#### **Project Management Unit Khyber Pakhtunkhwa Integrated Tourism Development Project, Tourism Department (World Bank Project)**

**Apr 2022 - Oct 2022**

##### **Infrastructure Engineer**

Collaborated closely with the World Bank team, government officials, consulting firms, contractors, and other stakeholders to complete a range of projects, including the construction of 72 prefabricated restrooms, establishment of 05 rescue 1122 stations, installation of 329 archaeological signboards, renovation of multiple tourist spots and facilitation centers, and conducting feasibility studies for tourist roads.

#### Roles and Responsibilities:

- As a key member of the team, I provided direct support to the Secretary to the Government of Khyber Pakhtunkhwa by offering expert insights to develop infrastructure strategies and make key decisions, showcasing my ability to provide valuable inputs at the highest levels of governance.
- Successfully managed a consulting firm to prepare Master Plans and Destination Investment and Management Plans for Integrated Tourist Zones located in Manshera, Swat, Chitral, and Abbottabad, ensuring that the projects were completed efficiently and effectively, demonstrating my expertise in project management.
- Conducted extensive surveys to identify potential sites for infrastructure projects across the KP province, especially in the Hazara and Malakand divisions.
- Ensured strict compliance with government and World Bank regulations and guidelines throughout the execution of civil works, ensuring complete transparency and accountability in all activities.
- Monitored construction progress and contractor performance at each site, providing actionable insights to the Project Director to ensure that the project remained on track, showcasing my strong leadership and problem-solving skills.
- Proactively advised the Project Director on possible contractors' claims or any other contractual problems arising at sites.

#### **United Nations Development Programme (UNDP)**

**Sep 2021 - Mar 2022**

##### **Civil Engineer**

As a key team member, I actively contributed to the socioeconomic development of the merged areas, working closely with the UNDP and the P&D Department KP. My role in the Accelerated Implementation Program (AIP) was instrumental, leading to significant progress in the region's development.

#### Roles and Responsibilities:

- Conducted technical evaluations and feasibility studies for infrastructure projects, ensuring optimal site identification and project execution.
- Monitored construction progress and contractor performance to ensure timely completion and adherence to quality standards, while reporting any issues to relevant departments.
- Facilitated community engagement workshops and training sessions for the government of KP and UNDP, contributing to conflict resolution, border governance, and skill development for local communities and women.