

# CURRICULUMVITAE

## **AHMED MOHD SHAFI LOGDE**

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## **CAREER OBJECTIVE / SUMMARY:**

**Objective:** To obtain a position of an **Operation Manager, Assistant Operation Manager and Operation Supervisor.** Where I can use my skills and professional experience in a creative manner, acquire latest techniques, and work concerning to handle my responsibilities and execute my duties in professional way. Where I can be essential team member, exert every effort to participate in the organization improvement.

## **EDUCATIONAL QUALIFICATION:**

- Secondary School Certificate (SSC) from Mumbai Board (2001)
- Higher Secondary Certificate (HSC) from Mumbai Board. (2003)
- Bachelor in Business Administrator (BBA) from Visvesvaraya Technological Belgaum University (2005)

## **TECHNICAL QUALIFICATION:**

- PC Literate and familiar with MS Office namely Word, Excel Power Point, Outlook, etc.
- MS-Office Dynamic.

## **PROFESSIONAL TRAINING:**

- Basic First Aid & Cardio Pulmonary (CPR) from HADEED (Sabic).
- SHEMS Awareness Program from SABIC TECHNOLOGY CENTER (STC-J).
- First Aid & CPR from SABIC TECHNOLOGY CENTER (STC-J) JUBAIL.
- Course MDRM ENDUSRE (PRODUCT & SERVICES) from Sabic Training Centre
- Osha Academy 36Hour Course in (Occupational Safety and Health Supervisor)

## **APPRECIATION & RECOGNITION:**

- Saudi Aramco Admin Department
- Enjaz Najd Contracting Est. Project P & C of students Shade Structure for (Royal Commission School's)
- Petrokemya (Sabic) Project P.V.C DEPT Maintance Date: 14<sup>th</sup> May 2013.
- Petrokemya (Sabic) Project OLEFIN # 2 Maintance Date: 22<sup>nd</sup> December 2012.

## **WORK HISTORY:**

<b>Assignment</b>	<b>: Sanghvi Movers Limited</b>
<b>Position held</b>	<b>: Operation Executive</b>
<b>Period</b>	<b>: From October 01<sup>st</sup>, 2020 To Till Date</b>
<b>Job Location</b>	<b>: H.O. Pune</b>

### **Duties and Responsibilities:**

- Performing all administrative activities which ensure a proper and correct implementation of the function
- Assess and offer for approval all work orders, invoices and draft invoices
- Daily control and leadership through functional line of the operations in the region, and will coordinate actions with other departments.
- Ensure the highest possible operational deployment of equipment taking into account expenses related thereto (weekend-, overtime, etc.)
- Create an environment in which operational people can develop, grow and together with the hierarchical leader ensure function descriptions, evaluations, trainings, sufficient operational knowhow are available.
- Responsible for developing, implementing and managing for operational excellence through the different operations departments in the group.
- Stay up to date with the latest evolutions and developments in operations, operations management (cranes, trailers, etc.)
- Ensure compliance, as well as oversee the observance of local laws and regulations as well as provisions and instructions in the field of safety, health, environment & quality,
- Ensure all risks and/or deviations are identified, with regard to safety, health, environment & quality, and these risks are reported to the SHEQ Manager and corrective/preventive measures are taken.
- Ensure all training and education in this field offered by the employer is followed.
- Ensure correct use of equipment and hazardous materials.
- Ensure correct use, maintenance and storage of personal protective equipment.
- Ensure all work is performed in accordance with the process descriptions in SHEQ Management System.

**Assignment** : **J.M. Transport Pvt. Ltd.**  
**Position held** : **Operation Assistant Manager**  
**Period** : **From March 25<sup>th</sup>, 2019 To April 14<sup>th</sup>, 2020**  
**Job Location** : **Mangaon & Dighi Port (Raigad)**

### **Duties and Responsibilities:**

- Coordinates a regular vehicle and/or equipment maintenance program and establishes repair priorities; reviews and approves employee time cards, work orders and material records for cost accounting purposes.
- Assists in preparing the section budget and annual work program, including time and cost estimates and detailed material specifications; makes recommendations on the purchase, allocation and disposal of motor pool and other vehicles, machinery, equipment, parts and supplies.
- Assists with analysis of maintenance and repair records, purchase prices and leasing costs; compares cost effectiveness of replacement to continued operation, purchase to fabrication of parts, and or field repair to towing
- Create an environment in which operational people can develop, grow and together with the hierarchical leader ensure function descriptions, evaluations, trainings, sufficient operational knowhow are available.
- Responsible for developing, implementing and managing for operational excellence through the different operations departments in the group.
- Stay up to date with the latest evolutions and developments in operations, operations management (cranes, trailers, etc.)

**Assignment** : **Mohammad Abdullah Alareedh Ltd. Co.**  
**Position held** : **Operation Manager**  
**Period** : **From May 25<sup>th</sup>, 2017 To February 20<sup>th</sup> , 2019**  
**Job Location** : **Saudi Arabia & Bahrain.**

### **Duties and Responsibilities:**

- Identify, indicate and implement improvements in existing procedures / organization.
- Report the assigned KPI's at fixed times to the Planning Manager/Rental/General Manager
- Preparing schedule for equipment and personnel according to customer requirement in terms of ID preparation and equipment access process for entry into the SABIC Affiliates.
- Formulating rigging plans for heavy/critical lifts in SABIC, RIYADH METRO PROJECT & other general contractors, and guiding the rigger teams & operators for safe execution of the work.
- Managing a workforce of 300 + with the help of supervisor and site coordinators at various sites, including live plants and new projects.
- Provide guidance and coaching of new and existing employees in the execution of their work activities
- Conduct evaluation discussions with members of the transport team
- Conduct interviews in collaboration with Human Resources department according to the protocol
- Function as the direct and 1<sup>st</sup> contact point for his or her team members and on replacement of other team leaders, the employees that report to this team leader
- Approve and process of leave requests in accordance with protocol
- Perform activities with regard to absence in accordance with protocol
- Instructing team members and other employees where required and/or desirable
- Communicating with departments or employees as a result of confirmed deviations
- Devised and implemented an Equipment Inventory system to track down the movement of Equipment and enable correct invoicing thus reducing losses.
- Installed a GPS system in the Equipment to monitor the Movement and working pattern of the equipment for creating correct time sheets, and for carrying our Maintenance services on time.
- Organized a Periodic Operators' Refresher Training Programmed in connivance with equipment suppliers to ensure smooth and safe operations.
- Merit of having established a dedicated spare parts department with a storekeeper and purchaser to ensure sufficient supply of spares and other requirements. A list vendor and their specialty field, has been prepared to for making it easy to identify potential supplier for any part/item/consumable.
- Finalized places for the movement and parking of the equipment for safety of the equipment as well as of personnel working in the Yard.

<b>Assignment</b>	<b>: Sarens Nass Middle East W.L.L</b>
<b>Position held</b>	<b>: Operation Manager / Executive</b>
<b>Period</b>	<b>: From November 10<sup>th</sup>, 2016 To March 30<sup>th</sup>, 2017</b>
<b>Sponsor</b>	<b>: Abdulla Nass &amp; Partner Co Ltd.</b>

#### **Duties and Responsibilities:**

- Performing all administrative activities which ensure a proper and correct implementation of the function
- Assess and offer for approval all work orders, invoices and draft invoices
- Daily control and leadership through functional line of the operations in the region, and will coordinate actions with other departments.
- Set with the Country Manager Yearly targets for all Operational departments and will define, implement and follow-up the operational KPI's throughout the entire organization. E.g. Labor efficiency, occupation rates, execution time, mobilization & demobilization, external costs.

- Ensure the highest possible operational deployment of equipment taking into account expenses related thereto (weekend-, overtime, etc.)
- Create an environment in which operational people can develop, grow and together with the hierarchical leader ensure function descriptions, evaluations, trainings, sufficient operational knowhow are available.
- Responsible for developing, implementing and managing for operational excellence through the different operations departments in the group.
- Stay up to date with the latest evolutions and developments in operations, operations management (cranes, trailers, etc.)
- Ensure compliance, as well as oversee the observance of local laws and regulations as well as provisions and instructions in the field of safety, health, environment & quality,
- Ensure all risks and/or deviations are identified, with regard to safety, health, environment & quality, and these risks are reported to the SHEQ Manager and corrective/preventive measures are taken.
- Ensure all training and education in this field offered by the employer is followed.
- Ensure correct use of equipment and hazardous materials.
- Ensure correct use, maintenance and storage of personal protective equipment.
- Ensure all work is performed in accordance with the process descriptions in SHEQ Management System.

**Assignment** : **Arabian Consolidated Trading Group (Jubail)**  
**Position held** : **Senior Sales Manager**  
**Period** : **From September 12<sup>th</sup>, 2014 To 25<sup>th</sup>September 2016**

**Duties Responsibilities:**

- Negotiate details of contracts and payments, and prepare sales contracts and order forms.
- Provide customers with product samples and catalogues.
- Recommend products to customers, based on customers' needs and interest.
- Communicates with logistics coordinator to check stock level and reorder merchandise as necessary.
- Consult with clients after sales or contract signings in order to resolve problems and to provide ongoing support.
- Obtain credit information about prospective support.
- Answer customers' questions about products, prices, products, availability etc.
- Contact regular and prospective customers to demonstrate products, explain product advantage.
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates.
- Forward orders to logistics coordinator.
- Identify prospective customer by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Monitor market conditions, products innovations, and competitors' product

**Assignment** : **Sabic Affiliate, Royal Commission, Naval Base Jubail**  
**Position held** : **Operations / Transportation Supervisor**  
**Period** : **From June 15<sup>th</sup>, 2012 To June 29<sup>th</sup>, 2014**  
**Sponsor** : **Enjaz Najd Contracting Est.**

**Duties Responsibilities:**

- Provide leadership and direction to the transport team on a daily basis, in challenging terrain, environment and demanding situations.
- Planning of personnel, equipment on the basis of the work to be performed in conjunction with the Operations Manager.

- Outlining of routes, procedures and applying for any necessary permits.
- Works with engineering team to ensure all transport operations are engineered correctly - securing of loads, dynamic loads on gradients, turning circles/curves.
- Ensuring any required auxiliary equipment is planned and available for the required transport activities, from both external and internal suppliers.
- Ensures all service or repair activities; vehicle defects, accidents, traffic violations, or damage to the equipment is reported and actions taken.
- Assist operational planning team during mobilizing cranes, to ensure optimal use of trailers / equipment.
- Ensure proper and complete documentation is provided prior to the execution of work, to the transport team.
- Ensure all daily / weekly checklists, reports and documentation is completed and submitted as per policy and procedures.
- Replacing other team members during absence
- Perform workplace inspections in accordance with company policy and procedures.
- Ensure equipment is operated correctly – gearbox, diff locks, engine retarders, etc.
- Performing all administrative activities which ensure a proper and correct implementation of the function
- Assess and offer for approval all work orders, invoices and draft invoices.

**Assignment** : **Mina Al Ahmadi Refinery. (KNPC) Shutdown**  
**Position held** : **Equipment Co-Ordinator**  
**Period** : **From March 2<sup>nd</sup>, 2012 To May 29<sup>th</sup>, 2012**  
**Sponsor** : **KERMENCO (Kuwait)**

#### **Duties and Responsibilities:**

- Coordinates a regular vehicle and/or equipment maintenance program and establishes repair priorities; reviews and approves employee time cards, work orders and material records for cost accounting purposes.
- Assists in preparing the section budget and annual work program, including time and cost estimates and detailed material specifications; makes recommendations on the purchase, allocation and disposal of motor pool and other vehicles, machinery, equipment, parts and supplies.
- Assists in the diagnosis of problems and evaluation of necessary repairs; authorizes use of replacement parts and materials; plans and schedules training on new and specialized maintenance and repair techniques; assists in obtaining collision/repair estimates for insurance purposes.
- Assists with analysis of maintenance and repair records, purchase prices and leasing costs; compares cost effectiveness of replacement to continued operation, purchase to fabrication of parts, and or field repair to towing
- Expenses prepares vehicles and equipment for sale.
- Ensures implementation of and compliance with safety procedures and regulations at work site; attends safety meetings; reviews safety concerns and suggestions with management and assigned staff; assists in planning and implementing safety-training programs

**Assignment** : **Rezayat Sparrow Arabian Crane Hire Company**  
**Position held** : **Co-Ordinator of Equipment Rental & Transportation**  
**Period** : **From December 18<sup>th</sup>, 2008 To July 25<sup>th</sup>, 2011**  
**Sponsor** : **Al Faraj Establishment (K.S.A)**

#### **Duties and Responsibilities:**

- Coordinates a regular vehicle and/or equipment maintenance program and establishes repair priorities; reviews and approves

employee time cards, work orders and material records for cost accounting purposes.

- Assists in the diagnosis of problems and evaluation of necessary repairs; authorizes use of replacement parts and materials; plans and schedules training on new and specialized maintenance and repair techniques assists in obtaining collision/repair estimates for insurance purposes.
- Assists with analysis of maintenance and repair records, purchase prices and leasing costs; compares cost effectiveness of replacement to continued operation, purchase to fabrication of parts, and/or field repair to towing expenses; prepares vehicles and equipment for sale.
- Ensures implementation of and compliance with safety procedures and regulations at work site; attends safety meetings; reviews safety concerns and suggestions with management and assigned staff; assists in planning and implementing safety-training programs.

<b>Name of firm</b>	<b>: ICICI Bank (India)</b>
<b>Position held</b>	<b>: Sales Executive</b>
<b>Period</b>	<b>: December 30<sup>th</sup>, 2004 to November 13<sup>th</sup>, 2008.</b>
<b>Project</b>	<b>: Credit Card Sales</b>

**Duties and Responsibilities:**

- To achieve the assigned sales target
- To achieve individual service quality standard for EBS products
- To provide key market information on competitors
- Assist in the implementation of sales & marketing strategies
- Assist in resolving specifics default transactions on requests
- To ensure total compliance with laid down norms in terms of compliance risk , credit policy , documentation , operational risk and Group / Regulatory control standard

<b>Name of firm</b>	<b>: Alkem Laboratories Ltd.</b>
<b>Position held</b>	<b>: Supervisor</b>
<b>Period</b>	<b>: August 16<sup>th</sup>, 2001 to November 22<sup>nd</sup>, 2004.</b>
<b>Project</b>	<b>: Maintenance Department</b>

**Duties and Responsibilities:**

- Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.
- Investigates complaints regarding housekeeping service and equipment, and takes corrective action.
- Obtains list of rooms to be cleaned immediately and list of prospective checkouts or discharges to prepare work assignments.
- Coordinates work activities among departments.
- Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
- Inventories stock to ensure adequate supplies.
- Evaluates records to forecast department personnel requirements.
- Makes recommendations to improve service and ensure more efficient operation.
- Prepares reports concerning room occupancy, payroll, and department expenses.
- Selects and purchases new furnishings.

- Performs cleaning duties in cases of emergency or staff shortage.
- Examines building to determine need for repairs or replacement of furniture or equipment, and makes recommendations to management.
- Attends staff meetings to discuss company policies and patrons' complaints.
- Issues supplies and equipment to workers.
- Establishes standards and procedures for work of housekeeping staff.
- Advises manager, desk clerk, or admitting personnel of rooms ready for occupancy.
- Records data regarding work assignments, personnel actions, and time cards, and prepares periodic reports.
- Screens job applicants, hires new employees, and recommends promotions, transfers, and dismissals

**PERSONAL DETAILS:**

**Date of Birth** :22<sup>nd</sup> December 1984  
**Place of Birth** :Mumbai  
**Gender** :Male  
**Marital Status** :Married with Two Kids.  
**Nationality** :Indian  
**Language Known** :English, Hindi, Marathi, Urdu & Arabic  
**Passport Details** :  
**Passport no. :** Z4841815  
**Date of Issue:** 27/09/2018  
**Date of Expiry:** 26/09/2028  
**Place of Issue:** Bahrain

**Driving Lic. Details** :

**Indian Driving Lic No**

**Driving Lic. No. :** MH04/20070007788  
**Date of Issue:** 27/02/2004  
**Date of Expiry:** 30/08/2025  
**Place of Issue:** Thane

**Saudi Arabia Driving Lic No**

**Driving Lic. No. :** 2437855832  
**Date of Expiry:** 14/06/2022  
**Place of Issue:** Riyadh (Saudi Arabia)

**Bahrain Driving Lic No**

**Driving Lic. No. :** 841268371  
**Date of Expiry:** 16/04/2023  
**Place of Issue:** Isa Town (Bahrain)

I assure you, sir that if selected I shall do my work must conscientiously.

*Yours 's sincerely,*

**(AHMED MOHD SHAFI LOGDE)**

