

MUHAMMAD ADEEL

Engineering Coordinator

East Riffa, Bahrain

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OBJECTIVE

I'm a hardworking and meticulous individual that seeks knowledge and transferrable skills in supply chain related roles. I have twelve additional years of administrative and engineering coordinator experience working at ports and shipping terminals and i wish to join an environment in which i can display/utilize my skills and work towards personal development that would contribute towards growth of organization.

SCHOLASTIC

Masters in Business Administration, major in Supply Chain Management from Dadabhoy Institute of Higher Education, DIHE Karachi 2022.

EXPERIENCE

*August, 2017
to continue.*

Pakistan Int'l Bulk Terminal Ltd.

Engineering Coordinator.

Responsibilities:

- *Engineering Division's Asset Management Module.*
- *Report on engineering KPIs.*
- *Conducting meetings and evaluating equipment performance on a weekly basis.*
- *Examining engineering tools and informing the senior of any system leaks.*
- *Performance and equipment downtime, average base analysis report.*
- *Records of annual calibration from third-party assurance for engineering tools.*
- *Contributed to the integrated management system's deployment.*
- *Meeting minutes for the management review and minutes of understanding.*
- *To reduce staff transportation concerns, resource and transport management developed or adopted new practices.*
- *Assembling and reviewing any necessary vendor or supplier papers.*
- *Management of housekeeping and pest control.*
- *System for tracking employee time and attendance, as well as the creation, logging, and processing of payroll.*
- *Management and oversight of petty cash.*
- *Inventory and volume management for office supplies.*
- *Receiving and clearing goods from Admin store, controlling store physically and through Excel generated system.*
- *Compiling, analyzing, and reporting financial data.*
- *Other necessary administrative tasks of the company as advised by the management time to time.*

*March, 2010 ~
July, 2017.*

Pakistan Int'l Container Terminal Ltd.

Assistant - Maintenance Planning & Compliance.

Responsibilities:

- *Operating ICAM software of Engineering Division.*
- *Engineering KPIs report.*
- *Inspection report of all Engineering equipment.*
- *Equipment downtime and performance, average base analysis report.*
- *Engineering tools calibration record and annually calibration from Bureau Veritas.*
- *Daily, monthly over time and attendance report generation.*
- *Assist to General Manager of Engineering Division and Document Controller(A.M.Engg).*
- *Caretaker and housekeeping incharge.*
- *Data entry and record keeping.*
- *Utilize "Supply Chain Management" module.(Sidat Hyder)*
- *Attend monthly classes/training of "Quality Health & Service Environment".*
- *Equipment downtime reports, daily, weekly and monthly generation.*
- *Employee's attendance, wages and overtime sheet.*
- *Conducting performance analysis of staff.*

PROFESSIONAL
CCOURSES

<i>SAP Material Management.</i>	<i>Fundamentals of Lubricants & HSE.</i>
<i>Mastering in Excel 2016.</i>	<i>Computerized Accounting.</i>
<i>Certificate in Information Technology.</i>	<i>MS Word, Power Point & Outlook.</i>
<i>E-Commerce.</i>	<i>Digital Marketing.</i>
<i>English Language Peace Program Supported PACC.</i>	

SKILLS

*Ability to work independently or under the senior's supervision. Effective communication and IT skills. **Engineering Coordinator** | **Inventory Management** | **Business Administration** | **CMMS** | **AMS** | **SAP(MM)** | **Management of Peoples and Goods** | **Petty Cash Management***

INTEREST &
HOBBIES

Participating in social activities, Researching, Information on economics, global market trends.

PERSONAL
INFORMATION

Father's Name Abdul Hameed
Date of Birth 12th September 1990
Marital Status Married
Nationality Pakistani
Religion Islam
Language English, Urdu
C.N.I.C No. 42201-9315678-3
Passport No. CV1406782
Visa Status Family Visit Visa
Visa Validity 15/09/2023 (Extendable 14/11/2023)

REFERENCES

Will be given upon request.