

CURRICULUM VITAE

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Objective:

Hard working and self motivated can work as individual or as a part of team, willing to serve in a progressive organization offering job satisfaction and working environment and vast opportunities for career development based upon achievement and results.

Experience:

Working as a Maintenance Manager in **Bahrain Pride Trading Centre (A Division of Shakeel Trading Co. WLL)**, Bahrain since November 2013.

- **Bahrain Pride Trading Centre** (A division of **Shakeel Trading Co. WLL**) which has 7 Super Markets and main importer & wholesaler of School & Office Stationery, Plastic House ware, Cosmetics, Electronics, Toys & Gifts items in Bahrain. Over years Bahrain Pride Trading Centre and Shakeel Trading Co. WLL has successfully catering wide spectrum of retail customers and whole sale as well ,Company clients that includes different Ministries, Supermarkets, Banks, large trading house and medium to small business.

Job Profile: -

- Repair & maintenance report to the Management, Co-ordinate with operations department for the scheduling & maintenance.
- Responsible for overseeing all business units (BU's) and managing multiple teams of technicians (mechanics), maintenance supervisors and/or other maintenance staff who are responsible for the preventive maintenance and repair of a fleet of vehicles.
- Responsible for providing direction to the team for implementing and monitoring maintenance policies and procedures to ensure that all repairs and maintenance to performed in compliance with the Company's safety and compliance standards.

- Runs the day-to-day operations of an organization or business and find ways to make the company more productive by providing effective methods in its business operations and maintenance.
- Inspecting and maintaining company transportation like Vehicle passing from Dept. of traffic, Insurance and maintenance in Garage etc.
- Provide direction to on-site technicians and technician supervisor, and leadership and direction to maintenance supervisors, to ensure that all repair/ maintenance work is performed in a safe, efficient and timely manner, reallocating resources among sites as appropriate. Perform inspections of outside repairs and maintenance to ensure all work is properly completed in accordance with Company safety and compliance procedures; follow up where appropriate.
- Managing the Showroom, Warehouse's maintenance and handling transportation Most of the time an operations manager knows the metrics in order to maintain the smooth manufacturing flow of the company's services and products.
- Monitoring and supervising the processes of receiving and dispatch of goods from the warehouse and Showrooms
- Leading a team of workers, delegating work, and supervising their working. Ensuring compliance with legal processes and documentation of inbound and outbound goods.
- Maintaining Occupational Safety and Health Administration norms for the safety of warehouse workers. Inspecting and maintain the quality and standards of goods and supplies.

Professional Qualification:

Advance Diploma in Electrical from Jamia Milia, Karachi Pakistan in year 1992-93.

Diploma in Computer Application (**D.C.A**) From Petroman, Karachi Pakistan in year 1994-95.

Academic Qualification

HSC from Federal Board, Urdu Science College Karachi, Pakistan

Other Skill:

Upgrade Computer, Hardware and Software Installations.

Personal Detail:

Father's name	Mr. Habibuddin
Sex	Male
Nationality	Pakistani
CPR No	750614579
Driving License	Valid Driving License (Bahrain)
M.Status	Married
Languages	English, Arabic, Urdu
Hobbies	Social networking and Helping people.

[Kashif Habib Habibuddin]