

# Muhammad Farooq

## ***Maintenance/Project Supervisor***

Gulistan-e-Johar, Karachi | 0331-3612917 |

Ms\_Farooq@outlook.com

### **SUMMARY**

“Maintenance Supervisor” with 5+ years of experience related to Repair and Maintenance, especially Porta cabins which includes multiple jobs like Plumbing, Carpentry, Welding, Painting, Fabricating, Electrical, Waterproofing, Fiber works and also includes basics of Metal Design, Civil Construction and Inspection also Tender reading, bidding, evaluation, purchasing and supplying. Overall working in different fields of Pakistan Petroleum Limited.

Motivated, enthusiastic, flexible and time oriented with well-developed communication skills, a team player who can be counted on to get the job done.

### **WORK EXPERIENCE**

**The Maximum HSE & Engineering, Pakistan**

**May 2016 – Continue**

#### **Dubai Based Project 2020**

In 2020 I was sent to Dubai for a project based on renovation of a Villa and preparing Internal Work reports of multiple projects.

#### **Business Development Executive Since 2019**

Oversee the sales process to attract new clients. Work with senior team members to identify and manage risks. Maintain fruitful relationships with clients and address their needs effectively. Research and identify new market opportunities.

#### **Project Supervisor 2018**

*In 2018 I started managing Projects and preparing purchase orders, work contracts for multiple jobs like, Sand Blasting of Mud Tanks, Complete repair and maintenance of Porta Cabins, including structural design and transforming of porta cabins, Paint jobs, waterproofing of cabins and Termite Fumigation Treatment in Ware Houses as and when required by client. I was also in-charge of Assessing hazards, determining risks, conduct regular inspection and maintain a safety programme following HSE*

#### **Project Coordinator 2016**

*As Coordinator my role was to follow my Supervisors, conducting market researches which includes Purchasing, Negotiation, Record Keeping, Office Management and other multiple tasks*

### **Projects Completed**

*Based on my track record in local market, I managed to secure business from consultants/contractors. I've successfully delivered all the tasks as per the customer satisfaction within agreed time, budget & quality.*

*List of completed tasks is provided as under:*

- *Sand Blasting of Mud Tanks*
- *Complete repair and maintenance of Porta Cabins, including Purchasing of material, structural design and transforming Containers In to Mosque, Rooms, Dining Halls, Offices, Washrooms, Cold Stores etc.*
- *High Micron Paint Jobs*
- *Different Electrical Jobs*
- *Derma Bit Waterproofing of Cabin Roofs*
- *Termite Fumigation Treatment for Ware Houses*
- *Addressable and Conventional Fire Alarm Panels*
- *Supplying and Fixing of Fire Extinguishers*
- *Different Welding and Fabrication Works with respective standard procedures*
- *PVC, PPRC, G.I Plumbing Jobs*
- *Parking Sheds (Metal design, Fabricating and Welding)*
- *Different Civil Works (Car Wash Full Setup)*

### **SKILLS AND ACHIEVEMENTS**

#### **Computer**

- **MS Office & (Typing Average 41 WPM)**
- **Hotel Management** 1 + year Diploma from PITHM (Pakistan Institute Of Tourism And Hotel Management)
- **PMP Certification Training** from IBA (Institute of Business Administration)
- **Fire Fighting and HSE trainings**

#### **Additional:**

- **Appreciation Certificates**
- **Car + Bike Licence Pakistan**
- **Passport**

#### **Project Planning, Coordination & Team Management**

- Have understanding of complete project life cycle from initiation to close out
- Experience in managing multiple tasks
- Possess good communication skills to interact effectively with all stake holders
- Played vital role in setting up branch office and hire project team for a previous employer

### **Key Responsibilities**

- Managing Office staffs/team, assigning them tasks
- Prepare proposals/quotations & estimates
- Negotiations with Clients before award of work
- Assist bidding department in preparing specifications & technical part of tender documents
- Prepare BOQ, Material take off and estimates in coordination with Estimators
- Assist bidding & estimation dept. in preparing specifications & tender documents.
- Liaise with project stake holders including architects, client, and contractors at all stages of the project
- Invoice submitting & following up with clients
- Conduct site inspections to gather site information, assess existing building conditions, verify contractor's work & resolve technical issues
- Manage, coordinate and track progress of multiple projects for various clients
- Prepare project schedules and progress reports for client & company management
- Inspecting unsafe structures and recommending options for repairs or dismantling.
- Provide technical advice to clients & contractors and liaise with internal team and other discipline engineers during different phases of project.
- Carryout site inspections to resolve technical issues raise during construction phase.
- Prepare progress reports for the assigned projects.
- Attend regular progress review meetings as required in order to ensure project is on track and to capture all forecast changes.
- Rotation in different cities (Kandkot, Gambat, Sui) for managing projects and generating work reports.

### **EDUCATION**

- **Bachelors in Commerce** **2019**  
From Karachi University, Pakistan
- **BS BBA Bachelor in Business Administration** **(3.1 GP)**  
**2019**  
From Karachi University Business School, Pakistan
- **PMP Project Management Professional** **(300 Hours Training)**  
From IBA Institute of Business Administration

### **PERSONAL DATA**

Languages: English & Urdu

### **REFEREES**

Will be furnished upon request

