

# Curriculum Vitae

Muhammad Zubair

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## \* OBJECTIVE:

- To seek and strive for a challenging position in diversified group by employing the best of my potential, Skills, knowledge, experienced and attitudes I earned on my professions that will keep me abreast of the latest trends and practices.

## \* Skills

- **Fleet management system, Vehicle tracking system, Primavera & Documentum:**
  - Using Fleet management system (**FMS**) & Vehicle tracking system (**VTS**) vehicle assign to driver & check out- In, notify for maintenance & Accident to rental companies, Prepare accident reports, Update vehicle data such as registration & Insurance, vehicle track from (VTS) in field.
  - Using Primavera & Documentum (**WEB TOP**) installation, Settings, Roles, Access Rights, Access Templates, Server Configuration, Default Settings for all projects (Dictionaries, Status, Document Set up and Custom Fields) Preparing Submittal Packages, Notifying Project participants about Overdue Items such as Submittal needs approval using dunning letters, letter needs response, Drawing, Phrases, Using approval process flow, Record MOM with attendees and business items.

## \* Interpersonal Traits and Attitude:

- Hardworking, Able to work under pressure, a team-worker

## EMPLOYMENT HISTORY

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April-2019 Till Now,  
Operation Executive

**Salman Mohammed Al Khalaf Transport Est.**  
[www.salmantrans.com](http://www.salmantrans.com)

Jan-2019 Up to April,  
Transport Coordinator

**Saad Al-Essa Trading & Contracting Co.**  
[www.saadalessa.com](http://www.saadalessa.com)

Dec-2013 up to Dec, 2018  
Fleet Officer/ Store keeper

**Najm for Insurance Saudi Arabia**  
[www.najm.sa](http://www.najm.sa)

NOV, 2011 up to June, 2013  
Document Controller  
Work Site:

**Arabian Bemco Contracting Company LTD.**  
Industrial and Power Projects  
Saudi Electricity Company  
Qurayyah, Abqaiq, Kingdom of Saudi Arabia

### Project title:

Conversion of Qurayyah Open Cycle to Combined  
Cycle Power Plant Project C & Block, 6

December 2010, up to October 2011  
Site Document Controller

**Saudi Dredging EST.**  
Sea Project  
Saudi Armco Company  
Near Mena port, Dammam Kingdom of Saudi Arabia

June 2008 - December 2008  
Store Keeper/Data Entry

**Princess Marina Hospital (Botswana, Africa)**  
Near @ Gabrone Shopping  
Mall Gabrone City,  
Botswana

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## EDUCATIONAL ATTAINMENT

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Intermediate Arts Subject  
Matriculation Arts subjects

## SHORT TERM COURSES

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Microsoft Office (2 Months) from **Punjab University**, Gujranwala, Pakistan  
Auto Cad (Civil) (3 Months) from **Christian Technical Training center**, Gujranwala, Pakistan

## PERSONAL INFORMATION

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DATE OF BIRTH	Aug 23, 1989
Nationality	Pakistani
Civil Status	Married
Iqama Status	Transferable
Driving License	Valid
Present Address	Jubail, Saudi Arabia
Email Address	<a href="mailto:Flynnrider2015@gmail.com">Flynnrider2015@gmail.com</a> / <a href="mailto:Mohammad.zubair@salmantrans.com">Muhammad.zubair@salmantrans.com</a>
Language Proficiency	Arabic, English, Urdu, Punjabi, Setswana (African)

