

CURRICULUM VITAE

FAHAD ASLAM

Permanent Address

Address Saudi Arabia

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OBJECTIVE :

To seek a challenging career by occupying a suitable position in growth oriented organization in Ksa utilizing my organizational skills and experience to contribute towards the progress of organization.

KEY STRENGTH:

Honest & Sincere, systematic approach to work, self-motivated, trustworthy, hardworking & dedicated. Capacity to work independently having good judgement power. Maintain strong communication with client and maintain proactive approach. Excellent verbal, written communication and presentation skills, highly motivated, self-started individual with ability to work unsupervised in a high activity. Experienced in Control Employees, Documentation and Management system, Safe system of work, communication thru outlook, Supervisory Role.

SUMMARY OF EXPERIENCE:

I am an imaginative, innovative and critical thinking skills and the ability to work independently, I have nearly 10 years of work experience as supervisory role and worked on Operation Yard, Marine Port and Live Plant. Throughout these years, I have acquired extensive experience in providing cost effective technical safety and health and service to my organization by eliminating incidents. I am responsible overall project and work scope lifting or manage manpower, heavy equipment and vehicles yards. Administrative skills, Ability to support and manage staff, employees' management skills and run work activity smoothly at work place.

ACHIEVEMENTS

I have three Years' Experience as **"PPMC Supervisor"** in Precision Forging (pvt) Ltd. Pakistan. One year Experience as **Safety Officer** in Ittehad Chemical Ltd Pakistan. Three years' Experience as **Yard Supervisor** in Amhec Dammam Yard Saudi Arabia. Three Years' Experience as **Project In charge** on Saudi Aramco Site & Tanajib Marine Port Facilities.

Name	Fahad Aslam
Father Name	Muhammad Aslam
Date Of Birth	09.07.1986
Religion	Muslim
Iqama No	2333666549
Sex	Male
Nationality	Pakistani
Driving License	Saudi Arabia
Aramco ID	8184052

Languages Known

Language	Read	Write	Speak
English	Expert	Expert	Expert
Urdu	Native	Native	Native
Arabic	Normal	Normal	Normal
Hindi	Normal	Normal	Expert

EDUCATIONAL QUALIFICATIONS:

- ✓ **University of Sargodha**
Bachelor of Arts (B.A)
- ✓ **Certificate of Risk Assessment at work place safety and Health.**
- ✓ **Certificate of Introduction to ISO 45001 (2018).**

- ✓ **Rigger Level 3 Assessment.**
Completed in 2017 from ABS Group.
- ✓ **IOSH.**
Managing workplace Safety.
- ✓ **WORK PERMIT RECEIVER**
Cert No: Caitd-2831-12-13
SAUDI ARAMCO CERTIFIED
- ✓ **HSE DIPLOMA**
HEALTH, SAFETY & ENVIRONMENT
- ✓ **MS OFFICE MANAGEMENT.**

DETAILS OF EXPERIENCE:

Sr. no	Organisation	Designation	Ref. Details	Period
01	Arabian Machinery & Heavy Equipment Co.	Yard Supervisor, Or Project In charge (on Aramco Site)	Amhec HR Line Manager, Operation Manager. McDermott Operation Yard Sr. Principle.	15 Oct 2012 to 05 Jan, 2016. 06 Jan, 2016 to 15 Nov, 2018.
02	Ittehad Chemical Ltd	Safety officer	Safety Manager	Jan 2011 to Feb 2012
03	Precision Forging Pvt Ltd	Supervisor in PPMC(Operation)	PPMC Manager,	Nov 2007 to Dec 2010

ACHIEVEMENT AS PROJECT INCHARGE:

Responsible in managing the daily activities of the Project such as Lifting activity and arranged gate passes for vehicles in/out in Saudi Aramco premises and conduct meeting daily, weekly or monthly basis. Maintain project documents at site and maintain all record of staff, man power at site. Arrange vehicles and equipment's Certificate and renew as per schedule. Coordinate with client on site for requirement as such (Man Power, Vehicles, Equipment or Generators etc.) as per agreement. Coordinate to our Operations team through email for vehicles and manpower mobilization.

- Responsible the whole work site including vehicles, equipment's and manpower and lifting activity which is performed our workers at site.
- Supervised all day to day plant or rigging operations in accordance with procedures and in safe manner.

- Supervised loadout activity loading point to Offloading point(SCM yard to Tanajib Port and pipe load on the barge and vessel for offshore)
- Act as the main contact person in site of the Operations Department regarding site operations, mobilization / demobilization, manpower handling.
- Examined routine care and maintenance, fault analysis, and safety of the machines in my control.
- Explained and enforced company rules and regulation, quantity and safety requirement and train subordinates in the correct method of doing their work.
- Implement safe system of work at site through Work Permit system.
- Maintained all record of employees and vehicles/equipment which is working at site as such Aramco ID, Vehicles/Equipment Aramco Sticker, Employees certificate and vehicles/equipment certificate and check list.
- Implement colour code as per Saudi Aramco colour code system.
- Implement and follow Saudi Aramco General Instruction at site.
- To supervised all critical operation closely and instruct to work force whenever necessary.
- Developed and implement work procedure and carry out trainings.
- To ensure that appropriate control measure is implemented to minimize the risk caused by hazardous material.
- Conduct meeting with Employees for well familiar to lifting and rigging operation.
- Developing and contributing to safety Management system and associated
- Ensured availability of first aid kit and fire extinguisher at all workplace, vehicles.

ACHIEVEMENT AS YARD/CAMP SUPERVISOR:

Responsible in managing the Daily Activities of the Yard such as Housekeeping. All office Rooms Ensured Water Supply, Sewage Disposal, Garbage Collection and Handling employees such as Electrician, Plumber, Carpenter, Labors A/C Technician in the Yards. Electrical Problem, Pluming, A/c problem and Improvement of Yard, Handling Petty Cash. Responsible in Purchasing Office Refreshment such as water for office Staff Coffee/milk/tea Tissue/sugar and other needs in Yard. Yard Orientation of new Comers to familiarize new comers for the Yard Policy Procedure's Rules and Regulation and To Familiar the safeties of the yard regarding Yard Housekeeping, Yard Safety and Proper Policies of Yard.

- Administer all work camp/yard operations and ensure compliance to safety policies.
- Conduct Minutes of meeting with all Department heads and discuss on current issues in the Yard.
- Follow up discussed points for corrective action thru outlook.
- Develop and implement camp/yard fire protection programs to ensure fire safety.
- Supervise all sub-con and company staff in all yard operations.

- Hire and train staff to develop and achieve all work objectives and evaluate performance on a regular basis.
- Perform appraisals for staff, evaluate work and recommend changes as required.
- Perform survey and analyze results to implement all safe work procedures.
- Monitor inventory of yard supplies and place purchase orders as necessary
- Conduct walkthrough with HSE Team (weekly safety inspection) to maintain yards safety hazard free and report send to related department to eliminate any violation or unsafe arrangement.
- Perform checking in maintenance and repairs on camp & yard facilities including plumbing, painting, carpentry, cleaning, and electrical duties.
- Employs and supervise yard labors, Electrician, Plumber, Crane operator, loader operators and fork lift operators.
- Monitor work of employees and initiate disciplinary actions as required.
- Makes arrangements for disposal of garbage and yard scrap.
- Update the daily records of arrivals and departures in the camp.
- Responsibility for maintaining standard first aid supplies.
- Responsibility for weekly camp attendance summary, program evaluation, employee evaluation, and other required reports.
- Responsibility for security of camp facilities and camp personnel.
- Responsibility for inventory and ordering of recreational equipment and supplies.
- To supervise Camp/Yard support staff.
- To manage all incoming and outgoing business and camp residents mail.
- To maintain camp rules and regulations in the unit in accordance with Company policies and procedures.

ACHIEVEMENT AS SAFETY OFFICER:

- Conduct TBT meetings Daily and weekly Basis.
- Ensured wearing of PPE's by all workers and staffs.
- Each and every hazard identified, and eliminated hazard from the work place then documented.
- Ensured the Implementation of safety procedures and policies Codes of Practice are being followed strictly by the workforce and conducting weekly EHS meeting.
- Make Reports of accidents, incidents and near misses.
- Erect barricades around hazardous work areas, such as holes in decking and floor surfaces, overhead hazardous work.
- Conducting weekly & monthly meeting and discussing the field problems of all subordinates.
- Ensured availability of first aid kits and fire extinguishers at all workplace and inspected Monthly.
- Monitored safe implementation of safe working practices at heights, lifting operation, Loading and unloading, temporary electrical installations, material handling, hot work fire protection and proper wearing of personal protective equipment.
- Educated and train the workforce in performing their work in a safe manner. Accident investigation, maintaining of statistics and recommending remedial measures.
- Secured and renewed specific permits for plans and other specific works such as lifting permit, hot work permit lock-out /tag-out permit, confined space procedures.

- Carry out daily safety inspection to identify unsafe condition, unsafe practices.

ACHIEVEMENT AS SUPERVISOR IN PPMC:

- Assist Operation Manager to coordination and management of operational activities.
- Prepared production plans and provided to all department.
- Supporting & encouraging the team members for achieve the monthly target.
- Achieved monthly Target (Primary & Secondary) according to the Customer expectations.
- Coordinate to Honda atlas representative regarding dispatched Material.
- Dispatched material to client Honda Atlas on the month ends and monitors deliverable parts and maintain delivered material record.
- Conduct meeting with all department weekly and monthly basis.
- Identify problems in operations process and resolve them in quickly and timely manner.
- Maintain clear and accurate operations documents/procedures for reference purposes.
- Maintained reports and records in operation office.

I hereby declare that the above details are true to the best of my knowledge.

Fahad Aslam