

# Muhammad Bilal Shahzad

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Doha, Qatar

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## **PROPOSED POSITION: FACILITY SUPERVISOR**

### **OBJECTIVES:**

- Manages and directs the operation supervise and their assigned workers.
- Supervise shop operation include a variety of scheduled equipment set-up activities.
- Preventive and routine maintenance activities.
- Monitoring inventory of materials and equipment's.
- Responsible for overseeing the day-to-day operation of a facility, ensuring that all tasks and procedures are completed in accordance with company policies.
- Ensuring full coordination between all the sections from the financial aspects and the project sites, and the administrative matters.
- Maintaining coordination between the departments of the company and the top management.
- Maintaining coordination between the client and the company.
- The ability to deal with the sub-contactors in preparing extracts for them and issuing payments to them.
- Checking all equipment's like Forklifts, Cranes, Manlift, and Heavy vehicles. And Light Vehicles.
- I also worked at Halliburton Baroid PSL through Venture Gulf Engineering for about a year. I also have good experience with Jetty Port and Baroid Yard.

### **EDUCATIONAL QUALIFICATIONS:**

- Completed Central Board of Secondary Education, intermediate 12 Standard (CBSE) Class - 12 from Sargodha Board, Punjab Pakistan.
- Completed Computer Course (MS-Office, MS-Word, MS-Excel,) etc.

### **TECHNICAL QUALIFICATION:**

- Completed 6 months 2D & 3D Auto CAD Drawing Course from Sargodha. Punjab Pakistan.
- Completed 2 Years Refrigeration & Air Condition Diploma Course from National Technical Training Centre (REGD) Sargodha. Punjab Pakistan
- Safety Professional, Occupational Safety and Health Administration (OSHA)

### **SKILLS:**

- Risk Assessment, Safety Management, OSHA Compliance, Hazard Identification, Accident Investigation, Emergency Response, Safety-

inspections, Operational process tools, Self-motivated, Materials handling training, Work with operational process tools

### **WORKING EXPERIENCE:**

- Gulf Cool Contracting Co. W.L.L Doha Qatar (October/2023 to Present) For Halliburton Worldwide FM Qatar Facility Supervisor (RES. Department)
- Venture Gulf Engineering. Co. W.L.L Doha Qatar Site Coordinator March. 2018 – to Sep. 2023.
- DOMOPAN Co. W.L.L Project Assistant. June. 2014 - Feb 2018.
- MAP. House, Sargodha Punjab, Pakistan Auto CAD Jan. 2014 – June. 2014.
- GROUP 3 Construction Co, Doha Store Keeper Sept. 2013 – Jan. 2014.
- Babar Construction Co. Lahore Store Keeper April 2010 – Jan. 2013

### **SUMMARY OF QUALIFICATION:**

- I have the ability to established good working relationship and the talent to act as bridge with other members of multidisciplinary team.
- I have the ability to function successfully even under extreme pressure.
- I set realistic goals and deadlines with a view of effectively accomplishing them with good organization and time management skills.

### **PERSONAL PROFILE:**

Name	:	Muhammad Bilal Shahzad
Date of Birth	:	30 <sup>th</sup> April 1984
Place of Birth	:	Sargodha Punjab Pakistan
Marital status	:	Married
Nationality	:	Pakistani
Driving License	:	Holding valid Driving License
Language/Dialects	:	English, Arabic, Hindi, Urdu, & Punjabi
Religion	:	Islam
Visa Status	:	NOC Available

### **DECLARATION:**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

**(SIGNATURE)**  
**Muhammad Bilal Shahzad**