

MUHAMMAD RAHIM

Civil Engineer

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OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

WORK EXPERIENCE

Timekeeper (Salini Impregilo) KSA 2014 – 2016

- Access an employee's timecard from any computer.
- Adjust (hours) hours worked and any time off (leave) an employee has recorded.
- Approve an employee's timecard at the end of each pay period
- Have visible access to an employee's time worked and leave
- . View an employee's vacation, sick leave, and comp time balances and total hours worked.
- Assist supervisors with questions regarding their employee's timecard Modify custom fields such as overtime and meal break designations.

Site Supervisor (Saudi Tampane Ltd) KSA 2017- April,2021

- Inspecting construction sites regularly to identify and eliminate potential safety hazards.
- Supervising and instructing the construction team as well as subcontractors.
- Educating site workers on construction safety regulations and accident protocol. Enforcing site safety rules to minimize work-related accidents and injuries Handling site accidents in accordance with established accident protocol.
- Maintaining an accurate record of construction employee attendance.
- Evaluating the performance of construction employees and instituting disciplinary measures as needed
- Analyzing blueprints to ensure that construction projects meet design, safety, and budget specifications
- Recommending changes to construction operations or procedures to increase efficiency.

Transportation Supervisor (SERVCOR) QATAR 2022 – February 20,2023

I been working in the US base CAS (Camp Al Saliyah) as Transportation Supervisor under Servcor from 2022 to the present My duties are such as providing transport service for both military service men and civilians. When needed I go for special missions for civilians from abroad. I supervise the drivers and give them their designated tasks and time. Do the daily head count report, Check the buses PMCS. Most especially I see to it that the operation is going smoothly and on time.

PTW/Coordinator (Al Balagh Trading & Contracting Co.) Qatar March 19,2023 to present

- I been working as PTW coordinator and my work scope includes preparing, creating for gate passes. I use Industrial cities-E service portal for applying vehicle escort, material exit pass and gate pass.
- **Vehicle escort permit** : (Issue online escort permit and manually when the system is down. Pay it with security department and registration with police)
- **Exit material pass** : Checking first the material before issuing exit pass to driver and explains him the procedure when leaving RLC.I collect all gate passes normally and emergency basis from RLC security office
- **Vehicle Entry passes** : I issue vehicle entry pass for buses because according to RLC security rules mini buses are prohibited entering gate 1 without entry pass.

CERTIFICATES

LOA – Vectrus
CTIP – Kuwait Resource Housing
COC - Kuwait Resource Housing
STC – KCA DEUTAG Drilling Gmbh

DRIVING LISENCE

Valid Qatari HTV driving license
Valid Saudi Arabia driving license
Valid Pakistani driving license

You can scan the QR code



Arwa

ACADEMIC BACKGROUND

2013 – Associate Engineer Diploma (Civil)

MCA Education System (Peshawar Pak)

2005 – Matric

Govt High School Dara Adam khel

HARD SKILLS IDIOMAS

Analytics:

MS Office

Excel

Outlook, Power point

Languages:

English – Arabic

Urdo – Native