

# **Aqib Altaf**

Khanqah Dogran, District Sheikhpura, Pakistan

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## **Objective**

I Am Aqib Altaf resident of Pakistan currently working as Payroll Accountant & Civil Supervisor/Foreman at WHITE EAGLE TRADING CONTRACTING AND MAINTENANCE in Doha Qatar.

I have experience in civil foreman/supervisor, customer service, data entry, payroll accountant and organization. In my work, I operate extremely detail-oriented, because of my strong interest in planning, managing and organizing operations. I am confident that I would be a valuable asset to any organization, and am eager to utilize my skills and experience in a new and challenging role.

## **Summary**

<b>Father Name:</b>	<b>Altaf Hussain</b>
<b>DOB:</b>	<b>03 APR 1992</b>
<b>Marital Status:</b>	<b>Single</b>
<b>Nationality:</b>	<b>Pakistani</b>
<b>Religion:</b>	<b>Islam</b>
<b>Passport:</b>	<b>BD1771372</b>
<b>Qatar ID:</b>	<b>Valid</b>
<b>Qatar Driving License:</b>	<b>Valid</b>

## **Qualifications:**

### **Intermediate-2016**

Degree College, Sheikhpura, Pakistan

### **Matric -- JULY-25-2013**

Government High School, Khanqah Dogran, Sheikhpura

### **Computer Courses**

BETS Lahore

## **Professional Experience:**

**Data Entry Operator & Civil Supervisor/Foreman:**  
**May 2017 to Sep 2020 Company: (UCC) Usman**  
**Construction Company**

## **Responsibilities**

- Coordinate tasks and ensure adherence to safe work method statements and risk assessments
  - Liaise with clients, sub-contractors and internal team to achieve productive outcomes for the project
  - Monitor and provide reports on works completed
  - Conduct regular site inspections
  - Interpret project plans and specifications
  - Supervise works completed to ensure quality and productivity
  - May need to work in varying weather conditions
  - Shifts vary depending on the project requirements or when nearing a project
  - Occasional travel between sites
  - Regular interaction with construction crews, and other professionals
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- Insert customer and account data by inputting text based and numerical information from source documents within time limits
  - Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
  - Review data for deficiencies or errors, correct any incompatibilities if possible and check output
  - Research and obtain further information for incomplete documents
  - Apply data program techniques and procedures
  - Generate reports, store completed work in designated locations and perform backup operations
  - Scan documents and print files, when needed
  - Keep information confidential
  - Respond to queries for information and access relevant files
  - Comply with data integrity and security policies
  - Ensure proper use of office equipment and address any malfunctions

**Payroll Accountant & Civil Supervisor/Foreman (currently working)**  
**Company: White Eagle Trading, Contracting & Maintenance**

## **Responsibilities**

- Prepare and process payroll accurately and on a timely basis
- Maintain payroll records and prepare payroll reports
- Prepare and submit payroll taxes
- Reconcile payroll accounts
- Research and resolve payroll discrepancies
- Assist in preparing annual budgets
- Maintain employee records
- Ensure compliance with federal, state, and local regulations
- Communicate payroll information to employees
- Coordinate tasks and ensure adherence to safe work method statements and risk assessments
- Liaise with clients, sub-contractors and internal team to achieve productive outcomes for the project
- Monitor and provide reports on works completed
- Conduct regular site inspections
- Interpret project plans and specifications
- Supervise works completed to ensure quality and productivity
- May need to work in varying weather conditions
- Shifts vary depending on the project requirements or when nearing a project
- Occasional travel between sites
- Regular interaction with construction crews, and other professionals

## **Other skills:**

**Professional:**Communication. Hard working Delegation Problem solving Creative mind Fast learning, Team heading ,Team working, Dealing with subcontractors & clients. **Computer:** Well-aware with MS Office and other Windows based utilities

**Languages:** English, Arabic, Urdu, Hindi, Punjabi

