

Aqib Altaf

Khanqah Dogran, District Sheikhupura, 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

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

Qualifications:

Intermediate-2016

Degree College, Sheikhupura, Pakistan

Matric -- JULY-25-2013

Government High School, Khanqah Dogran, Sheikhupura

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

