

CURRICULUM VITAE

Shujat Hussain

City: Doha Qatar

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STATE: - Qatar

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OBJECTIVE

I value sincerity in whatever I do and honesty is the crux of my personality. My strengths include hard work. Being able to work in a team an advantage. Like to work in a challenging and goal oriented environment. My attitude is always positive and corrigible.

WORK EXPERIENCE

EMPLOYER NAME	PERIOD OF WORK	DESIGNATION & NATURE OF WORK DONE
LG Electronica Store Pakistan Gujranwala	Feb- 2010 To June- 2011	Document Controller & Working as a Receptionist
KCT / UCC Contracting & Trading (Qatar)	Feb-2012 to Dec- 2017	Working as a Project Administrator Coordinate Labor Resource Department, and come Site Logistic.
Steel Master Limited UCC Sis Co (Qatar)	Jan-2018 to Dec- 2020	Working as a HR Administrator and Logistic Coordinator (Coordination with HR & Camp Facility handling all Transportation Logs)
<u>Swansea Surveys Lusail</u> Plaza Towers – Hyundai & Alutec WLL (Qatar)	Dec-2020 to Till Date	Working as a Project Coordinator and Facility Supervisor

JOB PROFILE & RESPONSIBILITY'S

UrbaCon Trading and Contracting.

- ❖ Handling Vehicle log sheet.
- ❖ Handling labor time sheet more than 06 Projects.
- ❖ Handling Security for KCT Training Center.
- ❖ Handling camp in New arrived coming.
- ❖ Handling labor problem.
- ❖ Handling labor leave, resignation and termination form for KCT – UCC site Project's.
- ❖ Reporting to KCT – UCC / Project Manager & HRD Section Manager.
- ❖ Daily report in morning and appraise the status of labor deployment as per project require.
- ❖ Inspection/ check handing/taking over of registers between Day/Night Attendance.
- ❖ Maintaining all documentations related to wages sheet of labour.
- ❖ Providing necessary support on Problem at site.

- ❖ Ensure productivity report for construction & logistic.
- ❖ Handling labor leave, resignation and termination for section workers and also preparing section master list.

JOB PROFILE & RESPONSIBILITY'S

Swansea Surveys Lusail Plaza Towers – Hyundai & Alutec WLL.

- ❖ Monitoring the daily progress of projects.
- ❖ Providing detailed updates to project managers or other stakeholders.
- ❖ Ensuring team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits
- ❖ Organizing reports, invoices, contracts, and other financial files for easy access
- ❖ Planning meetings and organizing project logistics
- ❖ Performing billing and bookkeeping tasks
- ❖ Ordering necessary office supplies
- ❖ Implement regular inspection in all facilities areas within campus for recreational purposes to ensure activities are conducted safely and appropriately.
- ❖ Execute open, close, and secure facilities at mentioned times and check for safety and maintenance concerns.
- ❖ Convey maintenance, custodial and security issues to apt SRC and campus personnel.
- ❖ Educate and guide participants and student staff.
- ❖ Ensure to enforce and comply with all established policies and procedures.
- ❖ Develop all activity sites with necessary materials for efficient, safe, and service-oriented events.
- ❖ Compile hourly user statistics and prepare all staff reports, facility issues, participant concerns, injuries and incidents.
- ❖ Execute company's Good Warehouse Practices (GWP) and comply with government regulations concerning, all food safety regulations and rules mentioned in company's manual.
- ❖ Perform daily management and operation of warehouse facility within Schwan's GWP Guidelines.
- ❖ Schedule material handlers hours based on volume of activity to meet company standards and ensure customer fulfillment.
- ❖
- ❖ Coordinate receiving of product with Demand Replenishment Planning (DRP) and Dispatch.
- ❖ Ensure product safety during storage and material handling activities.
- ❖ Maintain facility and records to ensure compliance with company standards and all federal, state and local regulatory agencies.
- ❖ Perform as document specialist and operations worker

EXTRA KNOWLEDGE

- ❖ Computer Basic
- ❖ Microsoft Outlook
- ❖ Microsoft office (Word Excel)
- ❖ ALAZEN (EBS) E-Business Suite
- ❖ Oracal (SAP)
- ❖ Project Management
- ❖ Construction Management
- ❖ Project Coordination
- ❖ Project Logistic & Facility Supervision

QUALIFICATION

- ❖ Intermediate from Rahwali Cantt Gov. **Bangla High School Education Board, Punjab Pakistan**
- ❖ **S.S.C I Matric with Science** (Secondary)
Board of intermediate and Secondary Education Gujranwala (Aug 2011)
- ❖ **Diploma in Information Technology I.T** (Jan 2012)
Basic Diploma in Computer from (NCCSBM) **National College of Computer Science & Business Management Sialkot Pakistan**
- ❖ **Business Accounting and Finance. International College of Professional Studies Lahore** (PSSC) Professional Skill Sciences Council -Government of Punjab (Dec 2013)
- ❖ **Diploma in Project Management Professional (PMP).**
(PITAC) Pakistan Industrial Technical Assistance Center Lahore-Government of Punjab

Goals

I desire to work in an environment that will allow me to bring in my experience and computer in my strong areas such as hardworking.

PERSONAL PROFILE

Father's Name	Nazir Hussain
Date of Birth	22 nd Dec 1992
Nationality Status	Pakistan
Religion	Muslim
Sex	Male
Marital Status	Marred
Mother Language	Urdu, Punjabi,
Additional Language Known	English, Arabic, Hindi, Bengali,

Passport Detail:

Passport No #	: UE6898182
Date of expiry	: 06 Jul 2026
Place of Issue	: Doha Qatar

Working in Pakistan 01-year Experience
Working in Gulf 12 years 08 Month, Experience
Total Work Experience more than 13th Year's

Driving License: LTV Driving License-Manual (State of Qatar)
Driving License: LTV Driving License- (Pakistan)

I hereby promise you that the above details are true of knowledge.

Date: - 20-08-2024
Place: - Doha Qatar


(Shujaat Hussain)