



SHAUKAT ALI

Present location. NOWSHERA PAKISTAN
Contact. +923138568561. +92 3149559768.
Email. Shaukat.ali111@yahoo.com. /alishukat21@gmail.com.
Whats App. +923138568561.
Profile URL <https://www.linkedin.com/in/shaukat-ali-21758410a>

OBJECTIVES

➤ Seeking a challenging position in a growing organization having "Participative Management Style" and offering ample opportunities for growth, diversified exposure to further excel the professional skills and environment to motivate the individual for a long term career

PERSONAL INFORMATION

- Father's Name : Saleem Khan
- Date of Birth : 1973
- Marital Status : Married
- Religion : Islam
- Nationality : Pakistani
- Driving License, No.,3 : U.A.E (Light Vehicle
- Passport Details. : 01 Aug.2023 to 30 july,2028.

ACADEMIC QUALIFICATION

Degree/ Certificate	Year	Board
B.A	1997	University of Peshawar
F.A	1993	B.I.S.E Peshawar
Matriculation	1989	B.I.S.E Peshawar

COMPUTER SKILLS

- ❖ Computer Diploma, Ms Office, MS Excel, Internet, Quick book, etc.
- ❖ Diploma in DBA from Skill Development Council Peshawar.

Professional Experience.

Client: [DANGOTE REFINERY & PETRO CHEMICALS PROJECT WEST AFRICA.](#)

Name of Company. [SICHUAN CHENGTAI CONSTRUCTION COMAPANY LLC. CHINA.](#)
Position. [ADMIN OFFICER/TEAM LEADER.](#)
worked. From 17 May, 2021 to 20 October, 2022.

Responsibilities.

- ❖ Responsible for the successful management of employee data from pre hire to post termination. Include supporting and planning the day to day operations of payroll benefits, administration of the hiring process, records. Control and organize office supplies stock

- ❖ Handle site activities manpower performance share with Hr Manager/project manager.
- ❖ Prepared medical reports in case of emergency at site, arrange ambulance for urgent basis.
- ❖ Maintain daily Attendance reports share with site manager, & hr department.
- ❖ Weekly arranged will be Tool Box Talks, instruction for safety health & site works.
- ❖ Handle will be Camp activities & Purchase cooking food, for manpower @ staff.
- ❖ Team leader is a person who provides guidance. instruction direction and leadership to a group of individuals for the purpose of achieving a key result or group of aligned results. Team leaders serves as the steering wheel for a group of individuals who are working towards the same goals for the Organization.
- ❖ Team leader monitors ,and supervise a group of employees to achieve goals that contribute to the growth of the organization.

Client:- [ABU DHABI NATIONAL OIL & GAS , COMPANY RUWAIS TAKREER & GASCO.](#)

Name of Company. [EMDAD /INTERGULF & CONTRACTING COMPANY ABU DHAB UAE.](#)

Position. **Camp Boss/Transport Coordinator**

Tenure **Jun 2016 - July 2018**

Responsibilities.

- ❖ **The Camp Boss Responsible for running and Supervising the Workers Accommodation shall be located outside or inside the City.**
- ❖ **The Camp Boss shall look after all camp aspects in term of Customer service maintenance operations and financial.**
- ❖ **Assumes responsibilities for checking in and out Camp grounds and non -Camp groups and maintenance of Records.**
- ❖ **Inspects all facilities and Collects breakage fees.**
- ❖ **Supervises and orients Camp counselors.**
- ❖ **Maintain required health record to ensure proper payment accident claims resulting from camp participation.**
- ❖ **Maintain labor camp equipment Mattress pillow steel beds garbage polyline bags etc.**

TRANSPORTS COORDINATOR RESPONSIBILITIES.

Review and arrange all transportation paperwork inclusive of Drivers logs, DVIR,s trip reports and invoices.

Record accurately tractor mileages essential for fuel tac monthly and quarterly reporting.

Record entire mileages for sub as well as rental equipment for Aim and Conway.

Handle client concerns and direct problems to suitable parties.

Responsible for plaining and coordinating the movement of people and goods between locations.

Process and coordinate transportation requests from the company, employees based on urgency and importance in accordance policy.

Name of Company. LEASEPLAN ABU DHABI.
Position. Transports. Co-Ordinator
Tenure Dec, 2014 - Dec, 2015.

Responsibilities.

- ❖ Ensure to receive all phone calls from Drivers, and hour in day.
- ❖ Providing Excellent Customer service.
- ❖ Coordinate and conducted monthly driver safety meetings and financial up dates.
- ❖ Responsible for managing external and internal invoicing of transportation charges.
- ❖ Dispatched calls to transport team members in a timely manner.
- ❖ Maintained daily transport calendar.
- ❖ Attended facility morning briefings.

Name of Company. AMANA STEEL & CONTRACTING COMPANY. LLC. UAE.
Position. CAMP BOSS/ TRANSPORT COORDINATOR.
Tenure. 5TH April 2006–11th October,2009.

Responsibilities.

- ❖ Manage labor camp accommodation which involves, cleaning, maintenance, safety, security. Daily checking, and provide accurate daily & monthly reports.
- ❖ Preparing and storing food safety before and during events.
- ❖ Setting up all tables, and food service areas with Chairs, linens and dishes.
- ❖ Serving food to guests at events. Cleaning up and tearing down the dining area by removing all tableware, linens, garbage and furniture.

TRANSPORTS, RESPONSIBILITIES.

- ❖ ..Maintaining vehicle Compliance with regulations like Department of Transportation requirements and passenger safety laws, Scheduling and monitoring Company Vehicles, coordinating maintenance and upgrading when necessary.
- ❖ Inspect the vehicle. The driver conducts a walkaround examination of the vehicle. They must Check under the hood , test brakes and lights, and look for other defects or damage (see inspection Report Checklist).
- ❖ Inspection report Checklist and content.
- ❖ 1.brakes and air system.
- ❖ 2.steering mechanism.
- ❖ 3. Lights and reflectors.
- ❖ 4.Tires, wheels, and rims,
- ❖ 5.Emergency Equipment.
- ❖ 6. Rear view mirror.
- ❖ 7.windshield wipers.
- ❖ 8. Inspection vehicles body ,

STORE KEEPER RESPONSIBILITIES.

- **Required to wear safety shoes, hard hat, gloves, and vest at all times. Required to practice safe work procedures at all times (i.e. pallet jacks, forklifts). — There is a limited likelihood of minor cuts, bruises, and abrasions from regular use of knives while opening packages and handling inventory. There is a limited to moderate likelihood of fractures, other injuries, or partial disability. — Constantly exposed to unusual distracting noise, dirt, dust, filth, garbage in the warehouse. Regularly exposed to fumes, limited ventilation, and limited lighting**

OBJECTIVE OF STORE KEEPING.

- 1). **To check all materials in terms of quality and quantity.**
- 2). **To protect materials from loss and wastage due to defective storage**
- 3). **To protect and safeguard material items from pilferage, theft, fire, and others.**
- 4). **To minimize storage costs.**
- 5). **To identify and locate materials in storerooms without delay**

Name of Company. AL-HANA TRADING COMPANY SAUDI ARABIA.
Position. Camp Boss./Transport Supervisor.
Tenure 25 February 2010 to 18th March, 2012.

Responsibilities.

- ❖ The Camp Boss Responsible for running and Supervising the Workers Accommodation shall be located outside or inside the City .
- ❖ The Camp Boss shall look after all camp aspects in term of Customer service maintenance operations and financial.
- ❖ Assumes responsibilities for checking in and out Camp grounds and non Camp groups and maintenance of Records.
- ❖ Inspects all facilities and Collects breakage fees.
- ❖ Supervises and orients Camp counselors.
Maintain required health record to ensure proper payment accident claims resulting from camp participation.
- ❖ Performed maintenance & repairs on camp facilities including Plumbing painting carpentry cleaning electrical duties.
- ❖ Employs & Supervises staff to operate dinging facilities.
- ❖ Make arrangement for disposal of garbage.
- ❖ Assume responsibilities for weekly camp attendance summary program evaluation counselor evaluation and other required.
- ❖ Assume responsibilities for security of camp facilities and camp Personnel.
- ❖ Assume responsibilities for inventory and ordering of recreational equipment

LANGUAGES			
	READ	WRITE	SPEAK
URDU	❖ <input type="checkbox"/>	❖ <input type="checkbox"/>	❖ <input type="checkbox"/>
ARABIC	❖ <input type="checkbox"/>		<input type="checkbox"/>
ENGLISH	❖ <input type="checkbox"/>	❖ <input type="checkbox"/>	❖ <input type="checkbox"/>

Dated. 18th October,2022.

EXPERIENCE CERTIFICATE.

This is to Certify that **Mr. Shaukat Ali**, Holder of Pakistan National Passport Number AD-1792874 and Nigeria West Africa ID No. RFCCB1 B.04 was employed by CC7 (Nigeria) **FZE DANGOTE REFINERY & PETRO CHEMICALS PROJECT**. from 17th May, 2021, to 20th October, 2022. as a Admin Officer/Team Leader.

During his tenure of services, he had shown his dedication, hard work and sincerity for the good interest of the Organization.

During this period, his services were found to be satisfactory in carrying out the job duties.

May perform duties of absent workers to maintain work schedules. We wish him all the best in his future.

Hr & Admin Manager.
Mr.LiuJia.



温馨提示

1. 一人一证，不得转借、复制
2. 疫情期间，为避免感染，禁止外出，若发现外出不能再继续工作。
3. 工作期间、与人相处必须戴好口罩
4. 与他人保持安全距离 (2m 及以上)
5. 每日配合体温监测。
6. 接受检查时，必须出示本证。

Notice:

1. One gate pass for one person, no lending or copying.
2. You are not allowed to go out of the Dangote gate.
3. Please wear your mask when there are people nearby.
4. Keep social distancing (more than 2m).
5. Accept body temperature monitoring every day.
6. Keep this card well which can prove your identity. Any violation will lead to losing job.

中国化学工程第七建设有限公司

China National Chemical Engineering No 7 Construction Co., Ltd



中国化学

七化建 **CC-7**

Personal Identification Card



SHAUKAT ALI

行政
ADMIN

身份证

ID Card

编号

No.

B1-B-04

单位

Unit

RFCC-B1

进场日期-

START DATE

2021.5.29

有效日期-

EXPIRY DATE

2023.12.31

住址

现场

CERTIFICATE OF APPRECIATION

PRESENTED TO

MUHAMMAD SHAUKAT ALI
CAMP BOSS

*For successfully rendering his service towards successful completion of Abu
Dhabi Refinery Turnaround 2017*



Issued by:

DEPT. TAR MANAGER



Approved by:



TAR MANAGER

Date: 5th April 2006.

To Whom it May Concern

We feel very blithe to introduce **Mr, Shaukat Ali father/ Saleem Khan Camp Boss** from **5th April 2006 to 11th October 2009** who has truthful honesty .Boundless authenticity Endless devotion. A potential aptitude Great personality, well disciplined persevering and ethical behavior.

We honors this letter of experience to hi with all its privileges and authorities to utilize it and get benefit wherever needed and warmly appreciates his hard work. Prevalent contribution and untiring efforts from the nucleus of hearts and wish him superior accomplishments. Successful achievements and prosperity insocial and professional life career.



Charbel Kalim
Logistic & Transports Manager



ABU DHABI

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

University of Peshawar

(Pakistan)

Session ANNUAL 1996

SHAIKAT ALI

SON

SALEEM KHAN

of

and a Student

of DISTRICT NOWSHERA

having passed the prescribed

Examination held in AUGUST 1996 is this day admitted by the University

of Peshawar to the Degree of

Bachelor of Arts

in the SECOND Division

The examination was taken as a whole / ~~in~~ parts.

Serial No 069142

Registration No. 95-PC-41886

Roll No, 68015

Result declared on 9TH APRIL, 1997



M. Saleem Khan
Registrar

Countersigned

Z. Iqbal
Vice-Chancellor



To Whomsoever It May Concern

This is to certify that **Mr. Shaukat Ali S/O Saleem Khan** was employed with our Company **AL- Hana Trading CO. Jeddah Kingdom of Saudi Arabia** from **25 February 2010 to 18 March 2012** as a Transport Supervisor for a period of (2) years.

His major responsibilities included working on Camp Boss & Transport office work.

He has quite a capacity in this area. During the time he was working for us, he was very hard working and efficiency. He was able to perform all the responsibilities as assigned.

In our opinion, he was such a motivated, duty bound and highly committed team member that his Knowledge was quite a valuable asset to our company.

We at **AL- Hana Trading CO.** wish him all success in his future endeavors.

SAMI-BIN-ABDUL –REHMAN-BIN- HABIB

(General Manager)



ANNOTATIONS

Religion
ISLAM

Previous Passport
AD1792874



HOLDER'S SIGNATURE OR THUMB IMPRESSION

حامل ہذا کا دستخط یا نشان انگوٹھا

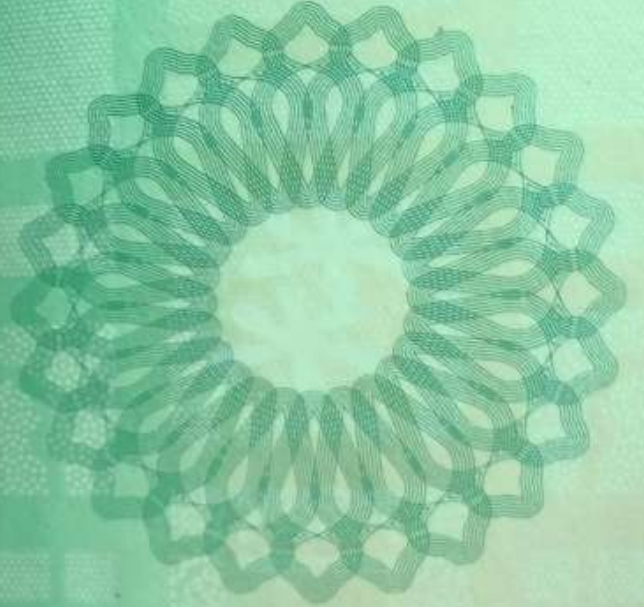
NOT VALID WITHOUT SIGNATURE OR THUMB IMPRESSION

یہ پاسپورٹ بغیر دستخط یا نشان انگوٹھا ناقابل استعمال ہے۔

2

۱۹ ۲۰ ۲۱ ۲۲ ۲۳ ۲۴ ۲۵ ۲۶ ۲۷ ۲۸ ۲۹ ۳۰ ۳۱ ۳۲ ۳۳ ۳۴ ۳۵ ۳۶ ۳۷ ۳۸ ۳۹ ۴۰ ۴۱ ۴۲ ۴۳ ۴۴ ۴۵ ۴۶ ۴۷ ۴۸ ۴۹ ۵۰ ۵۱ ۵۲ ۵۳ ۵۴ ۵۵ ۵۶ ۵۷ ۵۸ ۵۹ ۶۰ ۶۱ ۶۲ ۶۳ ۶۴ ۶۵ ۶۶ ۶۷ ۶۸ ۶۹ ۷۰ ۷۱ ۷۲ ۷۳ ۷۴ ۷۵ ۷۶ ۷۷ ۷۸ ۷۹ ۸۰ ۸۱ ۸۲ ۸۳ ۸۴ ۸۵ ۸۶ ۸۷ ۸۸ ۸۹ ۹۰ ۹۱ ۹۲ ۹۳ ۹۴ ۹۵ ۹۶ ۹۷ ۹۸ ۹۹ ۱۰۰

یہ پاسپورٹ سوائے اسرائیل کے دنیا کے تمام ملک کے لئے کارآمد ہے
THIS PASSPORT IS VALID FOR ALL COUNTRIES OF
THE WORLD EXCEPT ISRAEL







United Arab Emirates
Ministry of Interior
Abu Dhabi Police GHQ
Driving License

دولة الإمارات العربية المتحدة
وزارة الداخلية
القيادة العامة لشرطة أبو ظبي
رخصة قيادة



سلطة الترخيم



TRAFFIC AUTHORITY

Name	SHAUKAT A. S. KHAN	الإسم	شوكات علي سليم خان
License No	840961	رقم الرخصة	٨٤٠٩٦١
Nationality	PAKISTAN	الجنسية	باكستان
Birth Date	05-01-1973	تاريخ الميلاد	١٩٧٣-٠١-٠٥
Issue Date	15-01-2009	تاريخ الإصدار	٢٠٠٩-٠١-١٥
Expiry Date	4-01-2019	تاريخ الانتهاء	٢٠١٩-٠١-٠٤

S.No. 697

Reg. No. SDC/DBA/P-I/789

Skill Development Council Peshawar



Session 2009-2010

Duration of course Six Months from 01-02-2009 to 31-07-2009

This is to certify that

Mr. /Miss SHOUKAT ALI Son/Daughter of SALEEM KHAN
Of APTECH INSTITUTE OF INFORMATION TECHNOLOGY, PESHAWAR

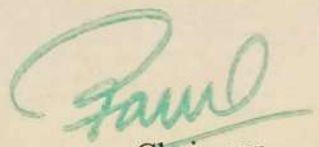
Has passed the Diploma (Part-I) in Business Administration
(Competency Based) Examination held in the month of JULY-2009 /

His achievement in the Final Examination is as under:-

S. No.	Subject	Mark Obtained in %
1.	Management	83
2.	Office Management	85
3.	Fundamental of IT	85
4.	Principle of Commerce	89
5.	Accounting.	88

In recognition thereof this Diploma (Part-I) in Business Administration (Competency Based) is awarded to him/her on the 14TH day of APRIL-2010




Chairman
SDC Peshawar



*Presents This Certificate
To*

SHAUKAT ALI

Who has completed a One Day Course

in
H2S BA COMPETENCY TRAINING

ID Card No 840961

Certificate No. 213850

Date of Issue 05 Jun 2016

Date of Expiry 04 Jun 2017

Attended Day(s) 05 Jun 2016



ANSI ACCREDITED PROGRAM
CERTIFICATE ISSUER
1130

Authorized Signatory



KP POLICE

PAKISTAN

CHARACTER CERTIFICATE



POLICE CLEARANCE CERTIFICATE

NO. 1407 /F.B

Dated 05/05 /2021.

This is to certify that Mr. SHAUKAT ALI

S/o SALEEM KHAN

Resident of MOH: TARKHA ALI SHAH TEHSIL PABBI & DISTRICT NOWSHERA

Has been living in this district from BY BIRTH

There is nothing adverse against him on the record of Police Station as reported by Station House Officer AKBARPURA

And Sub Division Police Officer PABBI

And his photograph is affixed below:

National Identity Card Number 17201-3433287-9 Date of issue 02-10-2019

Passport No AD1792874 Date of issue 24 JUL 2019

Place of issue NOWSHERA Mobile No. 0304-0062916

Signature [Signature] Thumb Impression [Blue Thumbprint]

Note: This certificate is issued for the purpose of proceeding abroad.



[Signature]
District Police Officer
District Nowshera
Nowshera



PAKISTAN
ISLAMIC REPUBLIC OF PAKISTAN

National Identity Card



Name
Shaukat Ali

شوکت علی



Father Name
Saleem Khan

سلیم خان

Gender | Country of Stay
M | Pakistan

Identity Number | Date of Birth
17201-3433287-9 | 05.01.1973

Date of Issue | Date of Expiry
02.10.2019 | 02.10.2029



Handwritten signature of the cardholder in black ink.

Holder's Signature

