

MUHAMMAD NAVEED SHAHZAD

AL QOUZ LAND 3, DUBAI, U.A.E



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CURRICULUM VITAE

POST APPLIED FOR STORE KEEPER OR ANY SUITABLE JOB

CAREER OBJECTIVE

Seeking a challenging avenue where my potential and skills match the organization growth and strength and to contribute for the achievement of organization goals with betterment of my career prospects.

PERSONAL DATA

Permanent Address: Vill & P/O Jalal Pur Sharif,
Tehsil Pind Dadan Khan, District Jhelum.

- Father's Name: Rehmat Khan
- Date of Birth: June 10, 1992
- N.I.C No: 37302-7843948-1
- Passport No: ZN5149482
- Nationality: Pakistani
- Domicile: Jhelum
- Marital Status: Single
- Religion: ISLAM
- Driving License: YES (LTV Pakistan)
- Visa Status: Employment Visa

EDUCATIONAL QUALIFICATION

- ❖ 2012
 - D.A.E CIVIL TECHNOLOGY
 - G.C.T RASUL (P.B.T.E, LAHORE) (79.16%)
- ❖ 2009
 - MATRIC (SCIENCE)
 - B.I.S.E. RAWALPINDI (73.05 %)

COMPUTER SKILLS

Autocad 2D & 3D Civil Engineer

Computer Operating System (win xp, 7, 8, 10, 11)

MS Office Complete

Adobe Photoshop

Adobe Premiere

Internet Surfing

EXPERIENCE❖ **STORE KEEPER CUM WORKSHOP MANAGER ASSISTANCE at AL HUDAIBA CONTRACTIONG L.L.C****AL QOUZ 3 DUBAI, U.A.E****FROM 17 MAY 2015 TO PRESENT**

- Store Keeping and Inventory Control
- Supervious Material and Inventory Control
- Supervious material Managements
- Notify Manager of low stock levels in a timely manner
- Arranging Materials as per requirement, proper tagging of new received materials and updating location in system
- Identifying hazardous materials and locating in designated safe place
- Check the price variance and quality of material, is there any difference, discuss with the Purchase Manager
- Vehicle maintenance keep record in timely
- Vehicle Status checking all Govt site (RASID, NAFITH, RFID, TAHSEEL, DM) updating and Balance inquiry.
- DM Enviroment department and Ministry of Energy & infrastructure document updating.
- L.P.O and S.R.V making
- M.I.V & M.T.F making
- Purchasing vehicle spare parts and Construction Material
- All Document controlling and proper file in
- All types of Document making and editing

❖ **Site Supervisour at MABCON CO LLC ISLAMABAD****01-02-2014 TO 30-08-2014**

- Supervision Project **Academic Block** in **Air University Islamabad**
- Prepare Bill Of Quantity(BOQ) with MS Office
- Document Editing with MS Office and file in
- Site Visiting and check work progress and field survey
- Work complecting under Drawings
- Checking concrete work ability on site
- Checking Quality all material on site

❖ **SUB ENGINEER at DISTRICT OFFICE BUILDING JHELUM****1ST JANUARY 2013 TO DECEMBER 2013**

- Prepare Bill Of Quantity(BOQ) with MS Office
- Document Editing with MS Office and file in
- Monetring Govt. Contractor and Co.
- Site Visiting and check work progress and field survey
- Prepare Muster Roll
- District Level all Govt. Project Control

- Work finishing with Drawing

SPECIALIZED SKILLS

AutoCad	2D & 3D civil
English Typing Speed	40 words per minute
Urdu Typing Speed	30 words per minute
Arabic Typing Speed	30 words per minute
CCTV CAMERAS	EXCELLENT

LANGUAGES

✓ English	GOOD
✓ Arabic	INTERMEDIAT
✓ Urdu	FLUENT
✓ Punjabi	FLUENT

HOBBIES

- ✓ Reading Books
- ✓ Playing cricket
- ✓ Net surfing

REFERENCES

- ✓ References will furnish on request