**JAVED IQBAL KHAN**

**CONTACT #: +971-50-1741376**

 **+92-321-4543707**

**Email Address:** **Javed.iqbal.khann@gmail.com**

 **Haillian\_g@yahoo.com**

**OBJECTIVE:**

A Position with an organization that offers career growth and work in competitive and challenging environment and fully utilize my professional and academic skills to pursue a challenging and rewarding career.

**PROFILE :**

About 6 years of Project Management experience in Oil **and Gas Plant Construction & MEP** Sector in UAE & Pakistan. Key responsibilities include;

“Project initiation, Planning & Scheduling, Progress Monitoring, Materials Management & Control,

**ACADEMIC QUALIFICATION:**

**16 YEAR EDUCATION:**

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| --- | --- | --- | --- |
| **DEGREE** | **YEAR** | **SPECILIAZATION** | **INSTITUTE** |
| B.COM(HONS) | 2004-2008 | FINANCE | HAILEY COLLEGE OF COMMERCE, PUNJAB UNIVERSITY, LAHORE, PAKISTAN. |
| I.COM | 2002-2004 | COMMERCE | LAHORE, PAKISTAN. |
| MATRIC. | 2000-2002 | SCIENCE | LAHORE.PAKISTAN. |

**COMPUTER SKILLS:**

* Store/inventory Software, **MMS** (MATERIAL MANAGEMENT SYSTEM), **FAMS, SMART** ETC.
* Accounting Software (Peachtree, QuickBooks, Accpack)
* M.S Office Package.
* Web Browsing
* Window Operation

**PROFESSIONAL EXPERIENCE:**

**6 year working experience in OIL & Refinery and MEP Project as a MATERIAL CONTROLLER CUM LOGISTICS OFFICER.**

**During my services I participate in below projects.**

1. **Das Island Shut Down (2011)**
2. **Shah Gas Development Projects (2011-2014)**
3. **Midfield Terminal Projects, Abu Dhabi Airport (2014-present)**

**CHINA STATE CONSTRUCTION ENGINEERING CORPORATION, MIDDLE EAST, ABU DHABI, UAE (MATERIAL CONTROLLER (JAN-2014 TO PRESENT)**

The **China State Construction Engineering Corporation** (**CSCEC**)is a [Chinese](http://en.wikipedia.org/wiki/People%27s_Republic_of_China) construction company ranked the 3rd largest in the world (1st according to *International Construction*)[[1]](http://en.wikipedia.org/wiki/China_State_Construction_Engineering#cite_note-1) and the 20th largest general contractor in terms of overseas sales.

**Project: MIDEFIELD TERMINAL BUILDING PROJECT (MTB)**

**Client-ABU DHABI AIRPORT COMPNAY (ADAC)**

**PROJECT SCOPE**

Scope includes with a total build-up area of 700,000sqm, the ‘X’-shaped Abu Dhabi Midfield Terminal is comprised of a 6-floor-central processor and 4 piers. Upon completion, the piers will accommodate up to 65 aircrafts; check-in will be capable of handling around 8,500 passengers per hour; with a baggage system that can process over 19,000 bags per hours. Scope includes with the Fabrication and Erection of about 45,000 tons of CS, SS, MS Pipe, UPVC, GRP Pipe, ducting and Equipment Erection along with supported Civil and E&I work.

**DESCON ENGINEERING, ABU DHABI, UAE (WAREHOUSE SUPERVISOR) (MARCH-2011 TO JAN-2014)**

Descon is a Multinational Organization dealing with multi-faceted Engineering concerns spawning a group of ventures with diverse activities portfolio; Project Management, EPC, Maintenance, Infrastructure and Trading to wide variety of sectors related to Oil & Gas and Industrial Plants, providing selective or EPC services. During my stay I participate **in DAS ISLAN SHUT DOWN AND SHAH GAS Development Project.**

**SHUT DOWN-Completing DAS SHUTDOWN-2011 (CLIENT – ADGAS)**

**PROJECTS: SHAH GAS DEVELOPMENT PROJECT, ABU DHABI (OCT-2011 TO JAN-2014)**

**POSITION: WAREHOUSE SUPERVISOR**

**CLIENT: SAIPEM, ITALY**

**PROJECT DESCRIPTION:-**

* Scope includes construction of Four Areas (6.4 Million Man-hours) with the Fabrication and Erection of about 450,000 dia Inches of CS, SS, Monel, RTRP and GRP Piping, 10,000 Tons of Steel Structure and 9,000 Tons of Equipment Erection along with supported Civil and E&I works.
* **KEY ACCOUNTABILITIES**
* To uphold and stand committed to mandate given to Commercial, manage, supervise & control all aspects including operations related to warehouses and provide quality & timely support to project sites staff in connection with stores, warehouse, inventory/material management & disposal by complying with Company & department policies, procedures & method statements.
* Warehouses Management:
* Supervise and monitor all functional & technical activities taking place at project site related to warehouses in order to confirm that all operations/activities are being followed & carried out as per the defined policies, procedures, & method statements to achieve corporate objectives.
* Material Receipts/Storage:
* Ensure that material is properly received, inspected, stored & issued to the concerned site departments as per Company's laid down procedures in order to meet material requirement and accelerate work progress.
* Timely Mobilization Of Material & Services:
* Ensure timely mobilization of Warehouses services and material on new projects, both in terms of material and manpower.
* Optimum Utilization Of Resources:
* Optimum utilization of all resources including warehouses manpower, material, inventory , equipments, other relating items by arranging timely mobilization from one project site/location to another project site/location.
* Reporting:
* Timely generation of warehouses related reports in order to share with concerned department / authorities for taking effective decision related to warehouses.

**POPULATION WELFARE DEPARTMENT, LAHORE, PAKISTAN** **July-2009-May-2010**

Worked as Finance Trainee in PWD (Population Welfare Department, Lahore Pakistan). Working in Finance and Budgeting Department.

**Centre for Women Co-operative Development** **(Micro Finance institution)**

 Worked as Accounts Officer in CWCD (centre for women co-operative development) Islamic operations. In this job I have look after 10 branches, their Islamic credit files, operations of

Branches, portfolio and disbursement and recovery issues.

* 100% of records will be reconciled from the ledgers to the customer passbooks.
* Observe group management norms and facility officers interaction with clients
* Ensure active implementation and promotion of Company microfinance and enterprise program in new areas by conducting community meetings and overseeing mobilization and field training activities
* All branch accounts from ledgers, cash register, recovery registers, the DM will verify fully paid client cards.
* Review credit officers’ Reports and reconcile balances with head office record and review the Branch weekly and monthly reports. The DM will sign all documents examined and verified.
* Submit daily disbursement and recovery reports.
* Review and Approve/Reject Facility applications for micro credit and enterprise development and ensure that loan applications are properly applied and supported with all required documentation as stipulated in company policies and procedures.

**AMC CHARTERED ACCOUNTANT FIRM** **(03 MONTH)-**

Worked as auditor trainee in the chartered accountant firm and during my internship I participate in two audit and done it successfully and prepare audit report with auditor.

**PERSONAL DATA:**

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| --- | --- |
| Father’s Name | MUNSAF KHAN |
| D.O.B | 26-08-1985 |
| GENDER | MALE |
| MERITAL STATUS | MARRIED |
| CNIC #. | 35202-7172504-1 |
| RESIDENSIAL ADDRESS: | Descon Camp, Shah GAS, Abu Dhabi, UAE. |
| PAKISTAN ADDRESS: | HOUSE # 1188, BLOCK-1, SECTOR D-II, GREEN TOWN LAHORE, PAKISTAN. |
| PASSORT # | JH1335041 |
| PASSPORT EXP DATE. | 23-AUG-2015 |
| **VISA EXPIRY DATE** | **JAN-2016** |
| VISA STATUS | COMPANY RESIDENCE VISA /EMPLOYMENT VISA |

**REFERENCE WILL BE FURNISHED ON DEMAND.**