

RESUME

Cover Letter

Broad-based experience covering a full spectrum of management duties, including

- Logistics Coordinator
- Dispatching Services
- Human Resources.
- Recruiting (Local & International)
- Procurement (Material Purchasing- etc.)
- PMP (Project Management Planning)
- BDM (Business Development Management)
- Safety (Risk assessment & Planning)
- Marketing (Distribution Planning) & (Media Planning)
- B2B Trading & Planning (Local & International feedback).
- Travel/meeting coordination and project program support. (Arrange tickets- hotels – Meet & Greet program)
- Billing/invoicing, Payroll, administration customer care, account management, database, administration, document preparation, Contracts.
- Worldwide (Import & Export)
- ❖ Short Summary to cover 15 Years' experience.
- ✓ I have about 15 years' experience in different fields to cover a lot of task or complete project in limited budget program, such as my expertise has been mentioned as above. Please view the complete resume to know about me in details.

EDUCATION & CERTIFICATIONS:

- PMP (Project Management Program)
- Lean- Six-Sigma (Defense Acquisition University)
- Intermediate certificate (F.A) Lahore Board
- Business Administration (B.A) Punjab University

- US Military Projects Handling - Academic Certificates

- AAR Training (After Accident review) KBR.
- Administration Training program certification from KBR
- Property Training (GP items control training) KBR.
- Safety Training, AHA (Activity Hazards Analysis) KBR. (OSHA & NEBOSH) Basics
- Quality Training (Quality control System of Organization) KBR.

- **LANGUAGES KNOWN:** ENGLISH – Urdu – Hindi – Punjabi – Arabic.

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Muhammad Razzaq Khan

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Personal Profile

Nationality: Pakistani

Religion: Muslim

Marital Status: Married

Pakistan Civil ID: 35201-1653630-3

Profile:

Results oriented hands- on construction and development professional with 15 years of expertise in all facets of industry. Verifiable track record for the successful completion of Mutli – million dolar projects through coordinating trades, developing partnership and building positive report with cooperative team, local officials, vendors and clients while maintaining costs, versed in contract negotiations, project estimating, documents preparation, building code and regulations, material purchasing, site management through certification of occupancy.

Areas of Expertise lie in:

- ❖ Team Building & Leadership
- ❖ Human Resources (Recruiting)
- ❖ Logistics Services
- ❖ Quality control Management
- ❖ Permitting & Building code
- ❖ Safety & Compliance Management
- ❖ Construction Planning & Scheduling
- ❖ Organization and time Management
- ❖ Critical Path project Management
- ❖ Vendors and Material Management
- ❖ Budget Analysis
- ❖ Estimating and job costing

REMOTE PROJECTS - USA

- ❖ **Moon Trucking Logistics – Ohio, USA (Present)**
- ❖ **Freight Agent**
- Coordination in Between Carrier & Broker
- Carrier Packet – Logistics
- Factoring Services
- TONU
- Planning according to Scope of work
- Safety

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- Paper Work
- Budget Analysis & Round Trip Planning
- Customer services (Via Chat & Voice Call)
- Reporting via Excel & MS word
- Project Planning & Execution to fix the problems
- Cost Control
- DAT Load Board – Load Posting
- Negotiation with Carriers & Shippers.
- TMS Software – Rate confirmation & Invoicing

❖ **FIXD – USA Campaign (Remote Work) December 2017 TO June 2021**

- **Email correspondence**
- **Data Entry**
- **Chat**
- **Technical Solution**
- **Call Support**
- **Invoicing & Shipping**

❖ **Employment History Kuwait. April 2014 to December,07,2017.**

❖ **Sinohydro Corporation LTD (Senior HR Generalist)**

- Budget of Project
- Distribution of all task under the budget code
- Planning under the project code
- Procurement planning / Material purchasing for the entire budget
- Hiring the subcontractors team & analyzing their progress
- Preparing policies & discussion with board of directors
- Discussion with Ministries to solve matters under the Kuwait Laws
- Advising on each section to increase the productivity
- Preparing Entitlements in such concern for promotions, demotions, Demob, Voluntary / Involuntary.
- Maintain all personnel policies and procedures and provide guidance and interpretation to staff.
- Maintain in-depth knowledge of legal requirements related to HR, reducing legal risks and ensuring regulatory compliance.
- Maintain knowledge of industry trends and make recommendations to management team and Board of Directors for improvement of organizations, policies, procedures and practices on personnel matters.
- Employee Relations: point person for all staff regarding HR matters.
- Conduct full-cycle recruitment of new employees, including placing advertisements, developing contacts with recruiting sources, interviewing, consulting with internal hiring managers and managing orientation and onboarding process.
- Develop and maintain human resources systems that meet HRiA personnel information needs.
- Consult with line management providing HR guidance when appropriate.
- Manage staff training/development program.
- Identify and work with external HR consultants and attorneys on special projects as needed.
- Maintain all personnel files.
- Oversees performance evaluation procedures.
- Act as back-up to Staff Accountant for payroll processing.
- Serve on several internal committees including Worksite Wellness and Diversity.
- Manage and oversees office services functions including office equipment, supplies and vendors.

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- Update and maintain operations manuals.
- Play leading role in office space management, including the anticipation of office space needs and managing office moves.
- Serve as contact person for employees and vendors regarding office operations.
- Track staff requests pertaining to operations and liaise with building property manager regarding tenant-landlord issues.
- Maintain current professional insurance policies and act as point person for insurance certificate requests from staff, vendors and clients.
- Serve as purchasing agent for organization.
- Communicate with real estate advisors, brokers and building management regarding lease negotiations.
- Serve as contact person/back-up to IT Director for emergencies.

❖ **KPI International General Trading & Cont. Co. June 2011 April 2014.**

(Operation Manager)

- HR – Payroll- Recruiting-Finance-Hiring-Heavy Equipment Supplies + Logistics Services.
- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Hiring the Skills labor from local market as well arranging through labor broker.
- Analyze and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Managing a team of approximately 100 employees in a busy work environment.
- Negotiating contracts, ensuring that they balance value and risk.
- Establish and implement departmental policies, goals, objectives, and procedures.
- Creating, managing and analyzing performance data and other information. Ensuring that capacity and capability are continually planned. Encouraging, identifying and developing best practice strategy.
- Ensuring compliance to all Environmental Health & Safety goals & objectives.
- Producing Operations manuals which define how the business is to be run.
- Working closely with the Financial Manager, Facilities Manager, IT Manager, HR department.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Interact with internal and external auditors in completing audits.
- Finalize the labor support with conducting through construction Manager.
- Issue the site code as per the job description or nature of job.
- Prepare the proper planning according to site situation, such as how many labor, equipment, contractor required for smooth mission.
- Discussing with project manager, site engineering staff in case of risk situation and send the report of headquarter.
- Handle the complete operation under the total estimation of project and cost of material, equipment, man force or contractors.
- Keep in touch with quality control management to ensure that either the project is running through proper planning under the ministry or main contractor instructions.
- Keep in touch with HSE manager to 100% sure either that construction planning, work situations and equipment or worker are working under the HSE constructions stick situation.
- Arrange the vendors in procurement work to arrange contractors, materials, equipment and labors.
- Prepare the cost report to analyze how much profit company can get or no profit or loss report.

❖ **ITT Kuwait HSE Department (US Military/ Camp Arifjan)**

(January 2011 to May 2011). (Safety Supervisor)

- Responsible for safety and environmental procedures and guidelines instructed. (AHA, Laborer Safety OSHA) Incident reporting and investigation, waste minimizing and control,
- Responsible for Various compliance activities.
- Responsible for field inspections & make reports.
- Responsible for Supervisory of field inspections.

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- Responsible for to ensure the safeguard of human lives.
- Responsible for to establish a systematic and orderly evacuation plan.
- Responsible for to establish responsibilities of individuals involved in handling emergencies
- Responsible for to conduct periodic safety and health walk-through inspections of all workplace facilities.
- Responsible for to conduct accident/injury investigations and illness exposure monitor.
- Responsible for to regular inspection of ambulance, first aid box and available medicines.
- Responsible for to maintenance of health & safety records such as accidents/incidents, fire records, training records, daily/weekly inspections, rash assessments and SOP's and any other documentation that may be required by the Ministry.

❖ **DynCorp International (Recruiting) Senior, Recruiter (June 2010 to December, 15, 2010)**

- Provide exceptional client service and full lifecycle recruiting within DynCorp International
- Confer with senior leadership to identify personnel needs, workforce planning strategies, and search assignments.
- Write complete and detailed search assignments (client engagement documents), ensuring an understanding of job duties responsibilities and business requirements.
- Develop and maintain strong working relationships with DynCorp International leaders, vendors, community organizations, and other team members to create a partnership that yields success, predictable results and credibility.
- Develop and maintain a network of contacts to help identify and source qualified leaders.
- Leverage online recruiting resources and in-house ATS to identify and recruit the very best candidates.
- Create and foster relationships with colleges and diverse professional organizations to attract and recruit alumni and diversity candidates.
- Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements.
- Provide complete, accurate, and inspiring information to candidates about the company and position.
- Prescreens candidates. Create and present prescreening questions to hiring managers for collaboration and approval.
- Manages and coordinates all communication with candidates.
- Interviews all candidates presented for detailed interviewing by hiring managers, and includes the use of face-to-face behavioral-based interviewing methodologies.
- Manages the scheduling and logistics of all interviews between candidates and hiring managers.
- Prepares candidates for interviewing with DynCorp International and specific hiring managers by providing detailed information on the company, our business strategy, department background, job descriptions, and expectation-setting.
- Organizes, leads and documents post-interview debrief/feedback and post-mortems with interview teams and candidates.
- Reviews the hiring manager's interview performance with each candidate and take appropriate action when warranted.
- Performs detailed reference checking and/or reference analysis on selected candidates and reviews results with hiring managers.
- Extends offers of employment to selected candidates under the direction of the hiring managers and within the guidelines of DynCorp International compensation policy.
- Manages the presentation, selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting.
- Conducts follow-up calls and quality-improvement studies with hiring managers and new hires.
- Maintain accurate and well-ordered documentation on all candidates, searches, hiring managers interactions, and other recruiting activities to ensure a safe and thorough audit if required.
- Initiates and maintains excellent working relations within the DynCorp International Human Resources organization.
- Uses effective communication approaches that include proactively keeping others informed, appropriately expressing ideas and thoughts verbally and in written form, and timeliness.
- Works cooperatively with all members of the staffing team to develop and implement staffing plans and activities.
- Visits all hiring-manager departments to develop a thorough understanding of the department culture and uses that understanding to help candidates fully understand the opportunity.
- Participates in the development of ongoing creative and cost-effective sourcing strategies.
- Develops an effective pipeline of key talent potentially available for immediate hire as succession planning needs dictate.
- Stays informed of trends and innovative recruiting techniques in order to be competitive in state-of-the-Art recruiting practices.

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❖ Kellogg Brown & Root Services

❖ Logistics Department (MCT Coordinator) April 2006 TO April 2010

- Develop and implement supply movement policies and procedures providing comprehensive logistical support in the areas of supply, maintenance, and services.
- Design, schedule and execute logistical movement plans in compliance with all established policies and procedures ensuring maximum security and efficiency.
- Facilitate communications and the coordination of logistical functions including transportation, maintenance and warehouse providing cost effective customer support.
- Establish and maintain client relationships, coordinate with customer ensuring logistical objectives, priorities and scheduling are met.
- Assess and complete various reports utilized by military commands and company offices to ensure all personal and equipment is accounted for and work is performed and completed per specifications. Troubleshoot problem areas in logistics and coordinates problem resolution or recommends solutions to management. Processed Transportation Movement Request
- Perform various administrative tasks such as producing documents from PGEN/NTV database, STEAM/MAXIMO. Sourcing parts for repairs and scheduled maintenance services via SAP Market and FEDLOG. Implementing procurement policies and procedures. Ensuring that suppliers deliver materials and services as specified on purchase order request. Taking corrective action with vendors to improve performance and resolving vendor's delivery problems. Responsible for all PGEN/NTV material/parts to arrive in the assigned work location.
- Account for and manage expendable and non-expendable material for assigned locations. Maintaining records for all non-expendable material at assigned locations as well as records of all expendable material stored in warehouses.
- Receiving, inspecting and verifying of all in-coming material, including handling to get the material to a secure inspection/verification area and inspection/verification to identify the material and verify its description, quantity, unit of issue, unit of pack and condition.
- Maintaining expendable and non-expendable material stock levels; supervising the transfer of non-expendable property; maintaining files that contain any document that effects on-hand balances such as receipts, issues, disposals, transfers; managing all inventories and coordinating the same with all sites.
- Updating PGEN/NTV Maintenance database upon acquisition of new equipment assigned to PGEN/NTV Maintenance AO. Maintain HWAP inventory and updating MSDS documents. Update ASL per vehicle density. Perform daily, weekly, and monthly reports to accurately document operations of PGEN/NTV Maintenance. Provide supervisor, general foreman with projected scheduled vehicle services for the week. Produce documents IAW with current SOP for approval of CTR's, Controlled Sub, and CANN Request to Property Department /Project Management and ACO for damaged or unserviceable vehicles. Filing and archiving work orders, requisitions in vehicle history jackets IAW current SOP. Managing all returns, transfers, exchanges and disposal of expendable and non-expendable material: maintaining records for all PGEN department; and performing other tasks as assigned by the Power Generation Manager.

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❖ **AL- IBDA AL ALSRI (Position Senior Buyer) (January 2005 March 2006)**

- Working as a Buyer for Purchasing Department, to provide services for the American military In Kuwait & Iraq
- Compiling and maintaining records of items purchased or transferred between departments
- Interviewing suppliers to obtain price and specification information. Prepared and sent purchase orders, communicated with vendors to Ensure the availability and delivery dates of goods
- Assisted buyers in selection of merchandise.
- Working with the head buyer to develop new concepts and merchandising
- Calculated monthly and yearly material requirements to facilitate purchase and delivery of raw materials
- Follow up with the supplier for on-order quantities and to ensure that the products are arrived on time
- Negotiated contracts with suppliers. Coordinated all aspects of material planning and stock room material flow
- Assisted in drafting of budgets, problem solving for individual branches, and developing new merchandising concepts
- Analyzed sales and planned key promotional events
- Processing Petty Cash requisitions, making of purchase orders ASAP
- Knowledge of Material Requisition processing
- Updating the logs In Microsoft Excel 2000 as per the current location of requisitions

➤ **Asif Brothers PVT LTD (January 2000 to November 2004) **Marketing Manager:**

- Managing all marketing for the company and activities within the marketing department.
- Developing the marketing strategy for the company in line with company objectives.
- coordinating marketing campaigns with sales activities.
- Overseeing the company's marketing budget.
- Creation and publication of all marketing material in line with marketing plans.
- Planning and implementing promotional campaigns.
- Manage and improve lead generation campaigns, measuring results.
- Overall responsibility for brand management and corporate identity
- Preparing online and print marketing campaigns.
- Monitor and report on effectiveness of marketing communications.
- Creating a wide range of different marketing materials.
- Working closely with design agencies and assisting with new product launches.
- Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives.
- Analyzing potential strategic partner relationships for company marketing.

Summary of Above resume:

The above experience covering the task.

- ❖ 90% Administrations Including B2B & online Jobs.
- ❖ BDM
- ❖ Human Resources Manager
- ❖ Project Manager
- ❖ Planning Manager
- ❖ Cost control Manager
- ❖ Import & Export Handler
- ❖ Personal Relation Manager
- ❖ Procurement Manager
- ❖ QA/QC and Safety Manager
- ❖ Risk Analyst
- ❖ Budget Controller Specialist
- ❖ Logistics Manager

Thank you so much to view my resume.