



# KHURAM SHAHZAD

## CONTACT

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- Punjab.Gujrat.Pakistan

## SKILLS

- Marketing Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English (Fluent)
- Arabic(Basic)
- Urdu
- Punjabi

## EDUCATION

- 1999**  
GUJRANWALA BOARD  
Metric
- 2001**  
GUJRANWALA BOARD  
FA
- 2005**  
SIR SYED COLLEGE GUJRAT  
Bachelor Of Arts

## PERSONAL PROFILE

"Motivated and detail-oriented logistics professional with extensive expertise in terminal operations, cargo management, and vessel coordination, seeking a challenging role in a dynamic and fast-paced environment. Dedicated to optimizing processes, improving efficiency, and achieving excellence within a collaborative and team-oriented culture. Possesses a strong commitment to delivering high-quality results, driving operational success, and contributing to the overall growth of the organization."

## WORK EXPERIENCE

- CONTROLLER PLANNING | 2015-2019**  
Container Terminal DP World UAE.
  - "Successfully boosted container discharge efficiency by 5% through the implementation of streamlined crane operations, resulting in faster turnaround times and improved productivity. Expertly utilized RTIS/OPUS systems for real-time tracking and enhanced visibility during discharge operations, ensuring precise coordination and timely updates. Proactively maintained and optimized camera systems, significantly minimizing downtime and preserving data integrity, which contributed to seamless terminal operations. Delivered comprehensive daily progress reports with actionable insights, enabling continuous improvement and strategic optimization of terminal processes."
- VESSEL FOREMAN | 2012 - 2015**  
Container Terminal DP World UAE.
  - "Led highly efficient hatch operations, ensuring smooth vessel-terminal coordination by meticulously managing and maintaining accurate documentation, including color sheets, bay plans, and crane programs. Optimized cargo handling processes, both loading and unloading, with a strong focus on safety, precision, and timely execution, contributing to a more effective workflow. Implemented process improvements, such as streamlined lashing techniques, which reduced loading time by 10%, enhancing overall operational efficiency. Fostered strong collaboration and communication with the vessel crew to ensure seamless and coordinated cargo handling, resulting in smoother operations and increased productivity."

## COMPUTER SKILLS

- Certificate in Computer Application
- Computer Hardware & Maintenance
- MS Office
- Adobe Illustrators
- Adobe Photoshop
- Digital Marketing

## SAFETY INDUCTION (OFFICE) COURSE TRAINING

- DP World Container Terminal ,Jebel Ali free zone. UAE  
22 April 2010

## HOBBIES

- Playing Cricket
- Reading
- Photography
- Traveling
- Cooking
- Blogging
- Gardening

## SKILLS

- Windows Operating
- Antivirus
- Window Installation
- Video Editing
- Freelancing

## ADVANCE SKILLS

- **Microsoft Office Suite**  
DATA ENTRY  
Excel Formulas and Functions
- **Graphic Design**  
PRESENTATION DESIGN  
Internet Research
- **Software Installation and Troubleshooting**  
Email Management

## TALLY CLERK | 2009 - 2012

Container Terminal DP World UAE.

- Received the sequence sheet in advance for the scheduled bay according to the crane program, and swiftly obtained updated sequence sheets from the vessel planner via the runner in case of changes in the stowage plan. Accurately recorded container identification and the corresponding switcher numbers in the Mobile Data Terminal (MDT) during discharge operations. Manually updated the sequence sheet to reflect the exact order of container loading and discharge, ensuring precise documentation. In instances where containers were not discharged, adjustments were carefully noted and communicated for seamless coordination.

## VESSEL PLANNER AND DISPATCHER | 6 MONTHS

Jedah Islamic Port, Saudi Arabia..

- At Jeddah Islamic Port, I have been working as a Controller Planner, where I oversee yard control and efficiently arrange machinery for both loading and discharging operations. My role includes organizing RTGs (Rubber-Tired Gantry Cranes) for outside trucks to facilitate the seamless delivery and receipt of containers. I closely coordinate with the vessel planner to manage vessel loading and discharging according to the sequence sheet, ensuring that operations are executed without delay. My focus is on maintaining smooth operations to complete vessel activities on time, contributing to the overall efficiency and productivity of the port.

## DUBAI MOON CONTRACTING | 2006- 2008

Office Assistant

- At Dubai Moon Contracting in Dubai, UAE, I work as an Office Assistant, where I efficiently manage and organize office files, ensuring all documents are properly filed and accessible. I prepare detailed and competitive tenders for our projects, collaborating closely with the engineering team to order materials required for construction, adhering to project specifications. My responsibilities also include preparing accurate salary slips for company employees, maintaining the company's financial accounts with precision, and handling all email correspondence. Additionally, I manage the sending and receiving of faxes, ensuring effective communication within and outside the organization. My role is pivotal in supporting the smooth operation of the company's administrative and project-related tasks.

## REFERENCE

- DP World UAE.  
Controller Planning  
Phone: +971 48080800  
Email : dpwb.customerservice@d  
pworld.com