

Curriculum Vitae

Name: **ZAKIR SIDDIQUI**

Mobile: **00966-592124983**

Email: zakir770pk@gmail.com



CAREER

OBJECTIVE:

To achieve professional excellence in any below mentioned field, That's Provides Me Opportunities to Fully Utilize and Improve My Knowledge, Skills, Information and Education. You will get me Energetic, Hardworking and Creative Employee for your organization.

WORK

EXPERIENCE:

Name Of Company: **Gulf Co-operation Symbols Contracting Co. Ltd.**
Nature of the Company: Electrical, Mechanical & Constructions.
Position: **Admin & Logistic Officer**
Inclusive Date: 19-Mar-2013 to 11-Nov-2013
Client: Tecnicas Reunidas (TR) Sumotomo
Project: Manifa Project

Name Of Company: **Gulf Co-operation Symbols Contracting Co. Ltd.**
Nature of the Company: Electrical, Mechanical & Constructions.
Position: **Project Admin & Equipment's Coordinator**
Inclusive Date: 15-Nov-2013 to 19-Jan-2015
Client: Tecnicas Reunidas (TR) SADARA
Project: SADARA Project

Name Of Company: **Gulf Co-operation Symbols Contracting Co. Ltd.**
Nature of the Company: Electrical, Mechanical & Constructions.
Position: **Equipment's Coordinator**
Inclusive Date: 25-Mar-2015 to 17-Feb-2017
Client: SADARA (SDL Buildings Project)
Project: SADARA Project

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Name Of Company: **Gulf Co-operation Symbols Contracting Co. Ltd.**
Nature of the Company: Electrical, Mechanical & Constructions.
Position: **O&M Coordinator**
Inclusive Date: 22-April-2017 to 13-Oct-2017
Client: N/A
Location: Head Office

Name Of Company: **Gulf Co-operation Symbols Contracting Co. Ltd.**
Nature of the Company: Electrical, Mechanical & Constructions.
Position: **Workshop Supervisor/Equipment's Coordinator**
Inclusive Date: 15-Oct-2017 to 22-May-2018
Client: N/A
Location: PMVE Main Workshop

Name Of Company: **Gulf Co-operation Symbols Contracting Co. Ltd.**
Nature of the Company: Electrical, Mechanical & Constructions.
Position: **Project Logistic & Equipment's Coordinator.**
Inclusive Date: 24-May-2018 to 15-Nov-2019
Client: Tecnicas Reunidas (TR) & PETROFAC SA
Project: Fadhli Project

Name Of Company: **Gulf Co-operation Symbols Contracting Co. Ltd.**
Nature of the Company: Electrical, Mechanical & Constructions.
Position: **Equipment's Coordinator/Inspector**
Inclusive Date: 21-Feb-2020 to 05-Aug-2020
Client: Tecnicas Reunidas (TR)
Project: Marjan Project (Tanajib)

Name Of Company: **Gulf Co-operation Symbols Contracting Co. Ltd.**
Nature of the Company: Electrical, Mechanical & Constructions.
Position: **Facility Officer & Equipment's Coordinator**
Inclusive Date: 09-Aug-2020 to 28-Dec-2021
Client: Royal Commission for Al-Ula
Project: Ashar Tent Resort Al-Ula Saudi Arabia

Name Of Company: **Gulf Co-operation Symbols Contracting Co. Ltd.**
Nature of the Company: Electrical, Mechanical & Constructions.
Position: **Equipment's Coordinator**
Inclusive Date: 22-Feb-2022 to Present
Client: Saudi Aramco
Project: Government Security Complex kingdom wide.

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KEY RESPONSIBILITIES:

- Verifying the Equipment's Documents As per client Requirements.
- Coordinates with client for the approval of all equipment to be deployed at site.
- Communicate and liaise with equipment users regularly and site managers as needed.
- Maintain adequate supplies and equipment for the site requirements.
- Arrange Toolbox Meeting for Heavy Equipment's and Drivers.
- Provided the checklist to Equipment's Operator & per Client.
- Keep the Documents Up to Date.
- Reporting to Site Management on Daily, Weekly & monthly Basis.
- Maintain the Soft & hard Copies of Documents Always.
- Prepare the Equipment's Tracking Sheet.

Computer Skills:

- 06 Months Diploma in professional computer course (ITSDC)
- Computer literate (MS Word, Excel, Power point, Outlook), excellent in typing.

Academic Education:

- **B.A (Bachelor of ART)**
- **AIOU Islamabad Pakistan (2011)**
- **F.A (2009)**
- **BISE Mirpur AJK**
- **Matriculation (2007)**
- **BISE Mirpur AJK**

Personal Details:

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| ➤ Date of Birth | 21-08-1987 |
| ➤ Marital Status | Married |
| ➤ Passport No. | EJ5469522 |
| ➤ Iqama No. | 2346195056 |
| ➤ NIC No. | 812022-1103952-7 |
| ➤ Country. | Pakistan. |
| ➤ Nationality. | Pakistani. |

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➤ **Language Knowing.** Urdu, English & Arabic.

DECLARATION

I hereby declare that the above given details are correct to my knowledge and belief.