

# MUHAMMAD FAWAD UL HASSAN

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## CAREER OBJECTIVE

To be energetic and self-motivated engineer I want a perplexing career in an esteemed organization, where I can apply my technical skills to solve practical problems. By using these skills and engineering knowledge, I want to achieve the organization's goal while achieving my personal goals.

## EDUCATION

**B.Sc. Mechanical Engineering | CGPA 3.1 | 2015 - 2019**

Superior University, Technology Campus Lahore –Pakistan.

**DAE (Diploma of Associate Engineer) Mechanical |75%| 2012-2015**

Govt college of technology Sargodha.

**Matriculation | 66% | 2010-2012 BISE Rawalpindi.**

## EXPERIENCE:

**SABIC (Kemya Plant Jubail Industrial City KSA)**

**Planner, Maintenance**

**18 September 2022 to till date**

### Responsibilities:

- Look after the designing, planning and installation of Mechanical, Electrical and Plumbing networks in the construction project playing an active role.
- To assist the planning & execution department for better solution of their daily problems.
- Oversees the smooth operation of a production line in a factory.
- coordinating schedules for equipment maintenance and downtime
- Managing the design, planning, and construction of construction projects
- Preparing cost estimates for project services.
- Performing inspections to ensure workers' safety.
- Observing Safety rules and regulations on first priority.

**SADARA Chemical Company, Jubail**

**Material Controller Warehouse (MRO)**

**24 Oct 2020 to 11 Sep 2022 | Jubail Industrial City, KSA**

### Responsibilities:

- Maintain receiving, and distribution operation by initiating, coordinating and enforcing program, operational and personal policies and procedures.
- Received materials by Air, road and cargo ship as per packing list, bill of landing details and type of containers.
- Oversee and assist with the loading and unloading of deliveries.
- Allocate and organize storage locations according to requirements.
- Article checking summary sheet is made on the basis of delivery note and packing list. If OSID

material found then this material forward to OSID department.

- Sort inventory according to established procedures.
- Received items of all operational departments like Mechanical, Electrical, Civil , HVAC, IT department etc. and all general materials.
- Responsible\_for\_inspection of delivered material shall be a priority and to be finished within the priority condition.
- Update and maintain storage database.
- Maintain inventory records and database.
- Provide regular inventory reports to management.
- Ensure open storage areas are reasonably flat, well drained, capable of supporting stored items and accessible to material handling equipment.
- Deliveries rejected due to damaged, shortage during inspection, shall be accompanied by 'overage shortage & damaged report' known as OSD report.
- The following the material with vendor in order to ensure the delivery of the material on time.
- Maintain housekeeping on all areas at warehouse especially material storage.

### **Mechanical Foreman | Paidar Cement Ltd, Pakistan.**

**Oct 2019– March 2020**

#### **Responsibilities:**

- Recruited and trained new employees based on company policies.
- Ensured all staff members followed safe working practices.
- Reported any accidents and took appropriate actions promptly.
- Allocated staff and developed schedules to perform installation and maintenance operations.
- Assisted in internal audits activities and recorded audit results.
- Managed employee attendance, performance and appraisal and work with in the guidelines of the manager.
- Create and execute performance objectives, meet performance commitments Conducts daily rounds as assigned, log equipment readings, makes indicated adjustments and create work request for major repairs.
- Learned and carried out procedures when maintaining the equipment.

### **Mechanical Foreman (Maintenance department) Imperial Chemical Industry (ICI)**

**March 2018 – May 2019**

#### **Responsibilities:**

- Responsible for monitoring and maintaining the plant during continue operation.
- Planned and preventative maintenance throughout the plant.
- Create and execute performance objectives, meet commitments and work with in the guidelines of the manager and supervisor.
- Implement measures to improve production methods, equipment performance and quality of products.
- Manage mechanical development projects and sub projects.
- Develop and maintain positive employee relations and a collaborative work environment.
- Create and maintain maintenance records as defined by management.
- Ensure work is performed to safety standards.

### **INTERNEE (Purchase cell Department) | TEVTA Secretariat Lahore**

**Responsibilities:**

- Was responsible for multiple administrative duties, maintained correspondence and records.
- Complete weekly summery reports, answered the phone calls and responded to emails.
- Maintained a clean and organized work environment and other duties as assigned by manager.

**SKILLS**

- **SAP**
- **Computer proficiency**
- **Excellent communication**
- **Team player with ability of work alone**
- **Excellent organizational and efficiency skills**