**E-mail:** asimfull@gmail.com, asim51678@gmail.com

**Address:** House No: 324, Street No: 124, Sector: G-9/3, Islamabad, Pakistan

**Phone:** +92512250181, Cell: +923005167819, 03345505974.

**Date of Birth:** 05/05/1976.

**Father Name:** Arif Muhammad Khan

 **Asim Muhammad Khan**

**OBJECTIVE:**

* Problem-solving skills, Decision making ability, Organizational skills, Procedural mindset, Ability to priorities, Understanding of quality management principles, Attention to detail, Ability to analyze data and understand connections, Talent for recognizing the opportunities for process improvement in those connections, Management ability.
* An energetic, innovative and dynamic transport manager who has a proven track record in managing a highly commercial operation in a fast-paced environment.
* Experience of effectively running a successful transport function in a high pressure environment.
* Responsible for the transport and distribution operations and also for providing excellent standards of service, efficiency and performance through outstanding people management skills.
* Currently looking for a suitable transport Coordinator opportunity to join a successful and growing business and to be part of their ongoing and continued success.

**EXPERIENCE:**

**Senior Material Procurement Coordinator**

**Weatherford Drilling International Islamabad Pakistan** ***February-2008 - February-2018***

 Responsible for getting the right products in the right quantities, to the right locations all at the right time.

* I have to assist on materials issue requisitions for stock items from user departments in terms of formality and availability, and sends to supervisor for authorizing warehouse to issue requested items from stock.
* I have to raise purchase requisitions from user departments in terms of pre-fix procurement schedule, formality and other specification, and then processes them by inputting data into he established materials data control system.
* I have to raise purchase requisition for replenishment of standard stock items (automatic) by receiving worksheets from ITD. Prepares purchase requisition for replenishment of standard stock items (bundle).
* I have to Control initiation of AFE’s for purchase requisitions of all automatic and bundle standard stock item by receiving worksheets from ITD.
* I have to get market survey in both local and foreign markets by sending requests to potential supply sources, and receiving price lists, quotation and other market information as requested by user departments.
* I do assist supervisor to check upper/lower limits of stock, re-order points, re-purchase quantity and other factors, according to actual stock movement records.
* I have to get preparation of annual write-off material list for slow moving items, preparation of surplus and scrap sale, and preparation of abandonment, physical inventory, and treatment of overage/shortage/damage.
* I do get all data from supervisor in updating Section’s files, records and computer printouts. Drafts reports on practical issues, facilitates smooth auditing and inspection for internal/external auditors, and prepares data to reply to inquiries made by management and others, if requested by supervisor.
* I have to manage the process of identifying, securing, and retaining profitable customers for the company’s service transport and distribution services.
* I have to manage Day to day operational management for all transport and fleet operations.
* I always try to get Lead and manage all aspects of the company’s transport operations which includes developing and implementing effective asset management systems, equipment maintenance programs and SOP’s across the business to achieve revenue targets and operating budgets.
* I have managed the process of identifying, securing, and retaining profitable customers for the company’s service transport and distribution services.

**Assistant Driller**

**Oil & Gas Development Company Limited -Rig N-1 (Garhi-1) KPK Pakistan**  ***July-2001 - July-2006***

• Supervised and ensures safety of drilling crew as well as effective and efficient operations during tour of duty.

• Responsible for maintaining full work crew.

• Ensures that new crew members are properly trained and familiarized with safety procedures and manuals.

• Responsible for housekeeping, rig servicing, lubrication, upkeep of the rig during the tour of duty.

• I am Responsible for enforcement and clarification of Company policies and procedures.

• I also Responsible for morale and order within respective crew.

• I always try to Trains drilling crew in safe performance of their duties and the proper care and maintenance of the rig and drill string, including lubrication of equipment and housekeeping.

• I was Responsible for timely and accurate submission of various reports, such as: drilling report, preventive maintenance/equipment report, safety report or any other required by Tool pusher or operator’s representative.

• I was also responsible for adequate working knowledge of assigned station during BOP control.

**Drilling Logestic Officer**

**Oil and Gas Development Company Limited - Head Office, Islamabad, Pakistan** ***July-2006 - February-2008***

* In charge of the day to day operations of the transport department.
* Efficiently managing a team of drivers and vehicles.
* Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
* Dispatching complex and oversized goods to national and international destinations.
* Ensuring company compliance of all transport policies, legislation and procedures to do with track and towing etc.
* Managing, monitoring and developing a team of drivers and line managers.
* Involved in strategic development and strategy making.
* Being the first point of contact for all drivers.
* Making sure that all transport fleet vehicles are properly maintained and serviced.
* Arranging for the induction and training off all new staff.
* Regularly liaising with the delivery manager to ensure a smooth running of both departments.
* Developing and nurturing customer relationships.
* Maintaining accurate administrative records.
* Giving drivers a full debrief, including tacho analysis.
* Organising vehicle checks.
* Identifying operational issues, potential problems and opportunities.
* Resolving and managing queries and complaints courteously and efficiently.
* Appraising staff performance and also taking disciplinary measures when required.
* Ensuring all site and customer objectives are achieved.
* Responsible for all H&S investigations.

**Drilling Assistant**

**Oil & Gas Development Company Limited - Workover Rig Kremco K-750T Punjab Pakistan**  ***July-2000 - July-2002***

• Supervised and ensures safety of drilling crew as well as effective and efficient operations during tour of duty.

• Responsible for maintaining full work crew.

• Ensures that new crew members are properly trained and familiarized with safety procedures and manuals.

• Responsible for housekeeping, rig servicing, lubrication, upkeep of the rig during the tour of duty.

• I am Responsible for enforcement and clarification of Company policies and procedures.

• I also Responsible for morale and order within respective crew.

• I always try to Trains drilling crew in safe performance of their duties and the proper care and maintenance of the rig and drill string, including lubrication of equipment and housekeeping.

• I was Responsible for timely and accurate submission of various reports, such as: drilling report, preventive maintenance/equipment report, safety report or any other required by Tool pusher or operator’s representative.

• I was also responsible for adequate working knowledge of assigned station during BOP control.

**EDUCATION**

**Higher National Diploma**

**Coventry University** - Coventry U.K *1999*

Aerospace Technology

**GNVQ Advanced Engineering**

**Coventry Technical College** - Coventry U.K *1998*

Distintion

Merits

**B-Tech First Diploma**

**Coventry Technical College** - Coventry U.K*1995*

Computer & Communication

Distinction , Merits

**GCSE**

**Magna Carta School** - **Stains, Surrey, U.K*1994***

**Double Science**

**Double Math**

**English**

**Engineering Drawing**

**Materials**

**Environmental Science**

**F.Sc**

**Pakistan Air-force College Lower Topa** - Lower Topa Murree Pakistan*1993*

Pre-Engineering

**SKILLS**

JD Edwards ERP Software  Oracle 11i, ERP Data base  Drilling Operations Course (Petro-Canada)  Word, Excel, Power Point, Internet  •Assistant Driller Operation (OGCI, Petro-Skill Canada)  •Basic Geology, Basic Rig Crew Safety, H2S alive, Fishing Technology, BHA Designing  •Drilling Practices (By Petro-Skills)  Safe Start (Weatherford Oil Tools).  •Blow Out Prevention First Line  IWCF (International Well Control) 2014



**REFERENCES**

**Muhammad Jamil**

**General Manager**

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