



**DIL NAWAZ MUHAMMAD**

+965-67075942/WhatsApp

+965-97258378

E-mail ID: - [malik.dil36@gmail.com](mailto:malik.dil36@gmail.com)

E-mail ID: - [dil.nawaz@ongkuwait.com](mailto:dil.nawaz@ongkuwait.com)

### **OBJECTIVE:**

To indulge in continuous learning and expertise with enthusiasm and in this process, give my best towards the growth and overall success of the organization. Highly goal-oriented, dedicated and amiable individual with excellent relationship and consensus building skills seeks a challenging role in with a purposeful organization for professional and personal growth.

### **WORK EXPERIENCE:**

Period: 27<sup>th</sup> April 2009 – Till Date (11 yrs. Experience)  
Company Name: O & G Engineering W.L.L. (Al-Dorra Group of Companies)  
Position: Technical Assistant /Document Controller/Storekeeper  
Contract No.: Fabrication Workshop  
Client: Kuwait Oil Company (17052520-K.S.C.). (CA/3994-KNPC)

### **DUTIES & RESPONSIBILITIES:**

- ❖ Receives stores, and issues supplies and equipment and compiles records of supply transactions aboard ship: Verifies that supplies received are listed on requisitions and invoices.
- ❖ Stores supplies and equipment in storerooms
- ❖ Inventories supplies and equipment at end of each voyage.

- ❖ To exercise general control over all activities in Stores Department
- ❖ To ensure safe keeping both as to quality and quantity of materials.
- ❖ To maintain proper records.
- ❖ To initiate purchase requisitions for the replacement of stock of all regular store's items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
- ❖ To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
- ❖ To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
- ❖ To reserve a material for a specific job when so required.
- ❖ To issue materials only in required quantities against authorized requisition notes/material lists.
- ❖ To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.
- ❖ Maintaining log of Consumable Items from Store
- ❖ Maintaining Documents for Store as per ISO standards

### **WORK EXPERIENCE:**

**Period:** March 2006 - To - April 2009

**Company Name:** Hotel City Center Abbottabad (Pakistan)

**Position:** Manager

- ❖ Superior interactive and communication skills. Able to develop and maintain high level target audience contacts.
- ❖ Strong managerial, organizational, customer service skills.
- ❖ Energetic, self-directed and career oriented.
- ❖ Multi-tasking and effective at organizing multiple projects without losing focus.

## **WORK EXPERIENCE:**

**Period:** January 2005 - To - February 2006

**Company Name:** Hotel City Center Abbottabad (Pakistan)

**Position:** Sales Manager

- ❖ Implementing a proactive room sales strategy
- ❖ Developing both new and existing customers
- ❖ In larger groups, maintaining key accounts with national and international companies
- ❖ Promoting the brand
- ❖ Training and developing staff

## **WORK EXPERIENCE:**

**Period:** May 2001 - To - May 2003.

**Company Name:** Best Western Abbottabad (Pakistan)

**Position:** Receptionist

- ❖ Receive guests to the hotel by greeting them warmly and attending to their inquiries and answer inquirers over the phone.
- ❖ Inform guests of the services and accommodation rates in the hotel, make reservations for guests according to their needs, and make sure that all reservations cancelled are effect immediately to avoid confusion.
- ❖ Build good relationship and rapport with guests to make them feel comfortable and address any complaints they might have in a very courteous manner to protect the image of the hotel.
- ❖ always Maintain orderliness at the front desk by arranging documents accordingly and keeping the front desk area clean to avoid rowdiness.
- ❖ Attend to all routes of room bookings, such as online, phone, and in person, to ensure that reservations are not left hanging but attended to promptly to keep the hotel business running
- ❖ Report issues of maintenance and malfunctioning appliances to the manager for quick repair in order to ensure guests comfort and satisfaction.

## **WORK EXPERIENCE:**

**Period:** October 2000 - To - November 2002.

**Company Name:** Ghani Glass Hattar (Pakistan)

**Position:** Storekeeper

- ❖ Receives stores, and issues supplies and equipment and compiles records of supply transactions aboard ship: Verifies that supplies received are listed on requisitions and invoices.
- ❖ Stores supplies and equipment in storerooms
- ❖ Inventories supplies and equipment at end of each voyage.

### **WORK EXPERIENCE:**

**Period:** 1998 - To - 2000.

**Company Name:** Hina Fabric Industries Karachi (Pakistan)

**Position:** Supervisor

- ❖ Maintains staff by recruiting, selecting, orienting, and training employees, developing personal growth opportunities.
- ❖ Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
- ❖ Maintains quality service by establishing and enforcing organization standards.

### **WORK EXPERIENCE:**

**Period:** 1997- To - 1998.

**Company Name:** Delhi Kahli Catering Company Karachi (Pakistan)

**Position:** Office Assistant

- ❖ Apprehend knowledge according to product standards.
- ❖ Assist customers with technical questions, the scheduling of services and many other customer service requests via phone and email.
- ❖ Work with field technicians by providing daily communications and support
- ❖ Follow all guidelines and procedures outlined in the office manuals

## **ACADEMIC EXCELLENCE:**

DEGREE / EXAMINATION	INSTITUTION	YEAR OF PASSING
HSSC	B.S.I.E. Abbottabad (Pakistan)	1991
INTERMEDIATE	B.S.I.E. Abbottabad (Pakistan)	1993

## **COMPUTER SKILLS SET:**

### **❖ Application Software:**

- MS Office (Excel, Word & Power Point)
- Internet Applications
- Auto Cad (Knowledge)
- Speak, Read & Write Arabic

## **PERSONAL STRENGTH:**

- ❖ Ability to Multi-Task
- ❖ Innovative Skills
- ❖ Public Relationship
- ❖ Good time management and multitasking skills to meet challenging deadlines
- ❖ Enthusiastic and confident team player
- ❖ Flexible, Leadership Qualities & Team Oriented

## **ACHIEVEMENTS:**

- ❖ Received Certificate of from Language Course from National Institute of Language Kuwait.
- ❖ Received certificate of MS. Office 2007 & Auto Cad from Kuwait International Institute Kuwait.
- ❖ Received Certificate of Business English Writing from Cambridge University Press (Info Center Kuwait)

### **PERSONAL DETAILS:**

<b>Name:</b>	<b>Dil Nawaz Mohammad</b>
<b>Father Name:</b>	<b>Mohammad Haroon</b>
<b>Date &amp; Place of Birth:</b>	<b>25<sup>th</sup> Feb. 1972</b>
<b>Marital Status:</b>	<b>Married.</b>
<b>Nationality:</b>	<b>Pakistani.</b>
<b>Passport No.</b>	<b>BZ9611432</b>
<b>Issue Date:</b>	<b>3<sup>rd</sup> March 2014</b>
<b>Expiry Date:</b>	<b>1<sup>st</sup> March 2024</b>
<b>Place of Issue:</b>	<b>Kuwait</b>
<b>Civil ID No.:</b>	<b>272022505981</b>
<b>Visa:</b>	<b>Article No. 18 - Transferable.</b>