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Work EXPERIENCE | Projects Completed | Education Profile | Certifications Technical Skills | Other INFORMATION



Zia ul Islam Abbasi
Potential Programme & Operations Manager

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WORK EXPERIENCE

Project Officer (WASH), Raheem Yar Khan, Punjab, Pakistan
Malteser International, Pakistan
May 2011 - Present

Logistician/ Fleet Manager
Malteser International, Pakistan
October 2010 - May 2011

While working for Malteser International Pakistan as Logistician/ Fleet Manager I was responsible for:
To assist Senior Logistics Officer Malteser Pakistan in all logistical matters including inventory controls, management & Audit, procurement issues and all other documentation issues.
Perform regular visits to field offices on directives of senior management and support and supervise logistical issues at field offices.
Conducting regular vehicle inspection programs and maintaining records of the observed facts.
Determining maintenance needs for different vehicles.
Checking the transport related service requests by other departments and scheduling them as per the work priorities.
Maintaining smooth working of all the operations in the transportation department and resolving internal conflicts.
Consulting with the higher management about the performance records of the transportation department.
Arranging meetings with the external dealers, agents and other supporting professionals.
To assist Senior Logistics Officer Malteser Pakistan in all logistical matters including inventory controls, management & Audit, procurement issues and all other documentation issues.
Perform regular visits to field offices on directives of senior management and support and supervise logistical issues at field offices.

Health & Safety Manager
Al-Jaber Coin Security Group, Abu Dhabi, UAE
November 2009 - AUGUST 2010

While working for Al Jaber Coin Security Group, UAE, as Safety & Security Manager I was responsible for:
Coordinate and execute Safety & Security programs to ensure practical, cost-effective measures are in place within the accommodations, workplaces, and a Safety/ Security Culture exists to ensure employees are accountable and responsible for health, safety and environmental conditions and practices.
Checking sites and constant monitoring of their security and safety in a daily manner Examining potential unsafe working conditions and providing corrective actions.
Follow up with the injury occurrences and investigating their causes as well as handling all security issues in the service centre Investigation of accidents to determine causes and devises preventive measures.
Collection of evidence, preservation and evaluation or examination of physical and forensic evidence to determine and resolve complex investigations.
Maintain contact with company employees, clients and occasionally with Government agencies to conduct studies to identify trends that affect security of individuals and company.
Keeping abreast with latest developments in safety procedures and equipment to ensure compliance with government laws and regulations.
Assist in responding to inquiries or complaints from clients, regulatory agencies and/or community groups.

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