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| |  | | --- | | **Contact Information**  Amarpura, Rawalpindi, pakistan  +923323451235  Raziq\_sadiq@yahoo.com  **Degree and Certificates**   * Bachelor of Commerce (B.com)   University of Punjab   * Primavera P6 Project Management Certificate * MS Word, MS Excel, Power point Knowledge * First Response Safety course attended in Harouge oil operation   **Skils**   * English & Arabic Speaker fluent * Energetic and positive always * Can Drive Car |   **Reference**   * Faraj Garara, Harouge Oil Operations, Raslanuf * Moammer Abukres Harouge Oil Operation, Raslanuf * Khalid Rao, Austrian Oil Services, Tripoli , Libya   **Interest**   * Sports (Cricket, cheese) * Reading books * Internet * Visiting New Locations | |  | | --- | | Raziq M.Sadiq  Planner/ Cost Controller |  |  |  | | --- | --- | | Education | | | Bachelor of Commerce (B.com)  University of the Punjab Lahore  ACCA (Partial Completed) | Primavera P6 Course Certificate  RIMS Roma institute of science  Project Management and Office Applications Certificate  SINA Institute of Sciences |   *ACHIEVMENTS*   * Slashed maintenance cost * Increased manpower performance * Targeted Cost Effective Maintenance planning and scheduling * Improved production operations by completing planned shutdown maintenance as per schedule      |  | | --- | | Experience | | **Maintenance planner/ Cost Controller March 2005– Dec 2017**  Client : Harouge Oil Operations www.harouge.com  Contractor: Taknia Libya Engineering, [www.taknia.ly](http://www.taknia.ly)  Field Locations: Ras Lanuf Oil terminal, Ghani Oil Field, En-Naga field  *JOB DESCRIPTION*  Planning and administration, scheduling of sections activities, inventory control, Management coordinator, Major activities and Cost reporting, Cost Controlling and maintenance cost effective planning, document controlling, Inventory control. knowledge of office applications, MS office, MS Project and Primavera P6.   * Prepare and implement Preventive Maintenance *A.P.M. Program* for equipment listed below:   + Oil Pumps, Oil Samplers, Vehicles(pickups, trucks), Ac units, Heavy Equipment like cranes, Cathodic protection solar systems, PSV, Oil meters, inner meters, transformers, crude oil storage tank safety equipment, fire foam system, extinguishers, turbines, Lufkin pumps, water plant equipment, power plant equipment. * Maintain and monitor Equipment Inventory and History Files. * Preventive and Maintenance management. * Check F.M.R.’s for correct coding in accordance with the company chart of accounts. * Preparing Monthly, Quarterly and Semi Annual Meeting reports, P.M. Plan, Repairs and Project Reports, Manpower, and Monthly Labor/Material Costs Statistics compare to previous months’ figures to all supervisors for their review and reference. * Issue Preventive Maintenance Weekly P.M. Plan Reports and PM scope copies where necessary. * Coordinate with Department Supervisors about maintenance project shutdown maintenance work. * Coordinate with Department Supervisors about maintenance project progress. * Compile and issue Monthly Maintenance Progress Report of Planned Man-hours, Actual Man-hours, and Materials Cost for Tripoli Management. * Attend weekly meeting and discuss maintenance issues, progress of maintenance work and completion of preventive maintenance schedule work. * Issue Annual P.M Calendar to each Department for review.   **CAMP INCHARGE December 2002 – February 2005**  **VOAS Camp ,Misrata**   * Performs maintenance and repairs on camp facilities including plumbing, painting, carpentry, cleaning, and electrical duties. * Employs and supervises staff to operate mess facility. * Plans menus, prepares food supply orders, and stores food. * Makes arrangements for disposal of garbage. * Assumes responsibility for checking in and out camp grounds and non-camp groups and maintenance of records. * Assumes responsibility for maintaining standard first aid supplies. * Maintains required health records to insure proper payment of accident claims resulting from camp participation. * Maintains liaison with medical doctors in the area. * Assumes responsibility for weekly camp attendance summary, program evaluation, counselor evaluation, and other required reports.   Document Controller 2000 – 2001  **Austrian Oil Technology AOT , Libya**   * Maintaining a tracking facility to enable documents to be updated easily. * Scanning in all relevant new documents. Checking dispatch documents are accurate. * Presentation and filing of documents and drawings. * Responsible for maintaining hard copy information. * Issuing and distributing controlled copies of information. * Provide advice on procedures of issue and methods in accessing the system. * Ensuring all documents are as up to date as possible within electronic filing   **Accountant**  **Constructions Company , Tripoli – libya 1999-2000**   * Monthly preparation of complete set of financial statemnts, including notes and analysis to overl financial position and performance of company * Montly computation of employee benefits, lapsing schedules for prepayments and fixed assets. * Prepare montly reconcilation of bank accounts, vendor reconcilation and intercompany * Prepare annual budget and monthly payroll of employees * Prepare check payments to suppliers and advances to employes. | |