**CURRICULUM VITAE**

**MOHSAN SIDDIQUE**

**Mobile:** +971557232034

**Address:** Abu Dhabi UAE

**Career objective**

Seeking a challenge career in an esteemed organization where I can utilize my knowledge Skill, talent and which will help to achieve the organization goal as my career growth.

**Educational Qualification**

* High School (Metric) Certificate in Pakistan

**Work Experience**

**Ghulam Mujtaba Transport L.L.C, Abu Dhabi UAE**

**Bootloader / Shovel / Forklift**

**January 2016 to Present**

 **Job Duties:**

* Set the microphone at most suitable positions on location, or attached them to actor's clothing as necessary to record dialogs and sound clearly
* Attended the dialogue rehearsals to understand the scene and moved the boom microphone accordingly during the final take
* Set up or removed the attachments to the boom microphone and adjust the configuration as per the requirements
* Perform all of the required safety inspections on the Machines.
* Take remedial action where necessary.
* Assist to meet machine availability targets.
* Assist with all technical services to customer relating to
* Testing, operation, and maintenance.

**United International Group, Abu Dhabi UAE**

**Time Keeper**

**3 Years.**

 **Job Duties:**

* Compile production and time records of employees
* Review all essential documents such as time cards, time sheets and work charts submitted by employees
* Compute and post details of production and hours worked to the payroll department
* Calculate wage deductions by reviewing leave, vocation and sick records
* Verify employees’ attendance manually and electronically
* Converse with employees to discuss differences in hours worked
* Justify any deductions in the salary by providing on paper proof to employees
* Visit the production and work places to check the attendance of workers
* Coordinate with account and departmental heads for payroll process
* Disseminate new policies and procedures to the employees by displaying notices in each department

**Islamabad Maintenance Company, Ajman Sharjah UAE**

**Forman**

**2 years.**

 **Job Duties:**

* Develop construction crews for daily tasks
* Ensure all task comply with project protocols
* Coordinate construction projects in terms of supplies and resources
* Manage construction budgets as appropriated
* Monitory daily construction operations for quality management and accuracy
* Track costs as instructed
* Perform performance inspections on a regular basis
* Carry out construction duties when the project calls for it
* Report progress and incidents to managers and customers
* Choose and acquire materials needed for construction projects

**Personal Profile**

* Ability to work under pressure.
* Aware of health and safety issues
* Excellent time-management skills.
* Possessing a friendly, approachable personality.
* Good interpersonal skill.
* Self-motivated and target-oriented.
* Ability to work effectively in a team.

**Driving License Details:**

License No : 168101

Date of Issue : 27-03-2016

Date of Expire : 26-03-2026

Place of issue : Ajman UAE

**Personal Details:**

Gender : Male

Marital status : Single

Date of Birth : 01-03-1987

Nationality : Pakistani

Visa Status : Employment Visa

**Passport Details:**

Passport No : CJ5462672

Date of Issue : 24-06-2013

Date of Expire : 23-06-2018

**Language known:**

* English, Urdu, Arabic

**Declaration**

The above information is found to be true to the best of my knowledge; any further Information can be furnished on request.