**MUHAMMAD ABBAS MALIK**

**Address:** Near Knowledge Inn High School Dhamthal,

Tehsil Zafarwal, District Narowal

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**CAREER PROFILE**

* **Pakistan Navy Ship GAWADAR** (2007-2010)
* **Pakistan Navy Missile Complex** (2010-2012)
* **Pakistan Navy Ship BAHADUR** (2012-2014)
* **Exact Products Solution** (2015-2019)
* **South Asia Port Terminal** (2019 to May 2022)
* **Arif Medical Hospital** (June 2022 to Present)

**EXPERINCE**

* Above 15 years’ experience of Fire Protection, Prevention and as well as admin duties. Having enormous knowledge with Pakistan Navy, Exact Products Solution and South Asia Port Terminal.
* Managed medical records and documents, inputted information in to internal database, retrieved and relayed information to practitioners.
* Reliable medical records specialist who can bring organized and efficient management to medical documentation.
* Proficient at identifying and retrieving patient medical records.
* Reconciling discrepancies and reviving documents and coordinating with doctors provide proper records.
* Identified patient records, retrieved records are medical documentation, relayed information to medical practitioners.
* Revived medical documents, reconciled contradictions are mistakes in records,
* Maintained and monitored the status of patient records and medical history, including internal database,
* Processed and organized incoming documentation for new patients,
* Coordinated with to ensure the delivery are reception of proper medical documentation, facilitated record availability.
* Evaluation of performance of all team members and workflow to improve the efficiency and success of the team.
* Maintain standard of procedure and policies utilized by team for successful and efficient completion of tasks.
* Initiation and completion of new filling process for entire office.
* Creating and maintaining a team-oriented, efficient and effective work environment.
* Facilitating schedules between physicians and technicians.
* Preformed clerical assistance whenever and as necessary.
* Pest management and its control.
* Manage all housekeeping related issues.
* Monitoring and supervise all housekeeping staff.
* Dealing and coordinate with different vender staff.
* Monitoring loading and unloading activity and coordinate with operation manager and shift manager.
* Monitoring of safe working environment in terminal area.
* Monitoring of safe working environment in terminal area.
* Operating the CCTV system, camera equipment in control room.
* Monitoring premises activities through CCTV camera and record review for investigations.
* To manage all incident and accident reports and pictures.
* Follow protocols for maintaining the security of the CCTV Control Room and its facilities.
* Maintained the accurate records of data recording and events.
* Assist the company management in respect of preparation of evidence and other activities associated with CCTV operation.
* Follow up timely CCTV maintenance.
* Decanting and loading of hexane gas.
* Conducting daily tool box meeting with all staff before staring daily assigned activates.
* Conducting and monitoring Fire Emergency Evacuation Drill.
* Identify the training for newly arrived employees and observe all safety rules and regulations and take necessary action to complete compliances and safety policies for training.
* Carry out plant inspections and advice on various HSE issues to site team.
* Carry out plant inspections and advice on various HSE and security related issues.
* Give first aid time to time to injured persons as qualified first aider when necessary.
* Experience of Onshore and Offshore Fueling and Defueling with safety precautions.
* Knowledge of safety parameters HAZARDS and safety equipment.
* Installation and handling of fix and portable firefighting arrangements.
* Manage all housekeeping and compliance related activities.
* Proactive experience of monitoring and surveillance through CCTV cameras.
* Gate pass and manage all type of gate in and out related records.
* Manage and monitor all materials in and out safely and as per company policy without any violation.
* Proactive experience of incident and accident investigation report.
* Proactive experience of internal and external safety audit.
* Knowledge of all type of fuel test.
* Knowledge of safety parameters HAZARDS and safety equipment.
* Proactive experience of different types of fire prevention and protection fixed/portable both types of fire systems.
* Supervise the installation of different types of fix fire prevention systems.
* Supervise and monitoring of different types of fire incident.
* Installation and handling of fix and portable firefighting arrangements.
* Dealing with alive firefighting, fire extinguishers, CO2, AFFF, halon gas drenching system and fire main pumps.
* Conducting and monitoring all type of fire and its controls.
* Conducting and monitoring all type of alive fire exercise including SSEP and Major Harbor Fire Exercise.
* Weekly safety trainings and daily toolbox talk.
* Knowledge of computer products with typing speed 48 words per minutes (MS office, MS world, Power point).
* Installations of fixed and portable firefighting system.

**SKILLS**

* To manage the all-admin duties.
* Maintain the all type of records and maintains files of the minutes of the meeting.
* Maintaining the record of journey, repairs and maintenance, medical records, gate passes etc in ERP and Excel.
* Trains new employees on documentation systems and Review to assure are correct and complete.
* Coordinates with the personnel in the relevant departments for development of detailed procedures. Initiates actions to implement the same.
* Check Departmental head files containing copies of procedures, formats and job descriptions etc.
* Improve & update the maintenance (Preventive & Predictive) program regularly.
* Reviewing worker performance.
* Ensuring that health and safety guidelines are followed.

**CERTIFICATIONS**

* **PNS KARSAZ Marine Engineering School**
* Auxiliary watch keeping certificate.
* **Marine Training Institute**
* Fire prevention and firefighting.
* Personal safety and social responsibilities.
* Personal survival techniques.
* Elementary first aid.
* QC, RMG, RTG operator.
* **National Productivity Organization Pakistan**
* Disaster management plan.
* **Skill Development Counsel Pakistan**
* Certificate in health and safety environment (HSE).
* **AERO Technologies & NDT Services**
* ASNT SNT – TC – 1A (Radiographic Testing Level-II)
* **ISTI International**
* IOSH Managing Safety.
* OSHA
* Microsoft Office
* NEBOSH IGC
* ISO 14001 (result awaited)
* ISO 22000 (result awaited)
* **SABIC USA**
* NFPA 1081 (industrial firefighting)
* NFPA 70E (Electrical Safety)

**EDUCATION**

* B. Tech (Mechanical)

**Newport Institute of Communication and Economics (NICE).**

DAE (Mechanical)

* **Karachi Institute of Management and Technology.**

**PERSONAL INFORMATION**

Father’s name : Abdul Ghafoor

Date of birth : 15th December 1984

Religion : Islam

N.I.C Number : 42201-8623908-5

Passport No : CS0769082

**REFERENCES**

Reference can be provided on demand.