

◆ Personal Detail

Full Name: Muhammad Zakria Raja
Father's Name: Muhammad Azam Khan
Gender: Male
Nationality: Pakistani **Passport #:** AJ9590372
Email address: zakriaraja@yahoo.com
Cell Phone #: +92-315-5108588 | **WhatsApp:** +92-346-5944784.



◆ Professional Summary

Dedicated and results-driven Catering Supervisor/Manager with over [14] years of hands-on experience in managing and executing catering operations. Skilled in supervising kitchen and service staff, coordinating logistics, and ensuring all aspects of food preparation, presentation, and service meet the highest standards of quality and hygiene.

Strong background in Event Coordinator, Staff Management, Client Inspection, House Keeping Service, Laundry & Janitorial Service, menu planning, inventory control, and vendor coordination, with a solid understanding of food safety regulations and hospitality best practices. Experienced in leading diverse teams, providing on the job training, and fostering a positive and professional work environment to ensure efficient service delivery.

◆ Core Competencies

- ✓ Camp Managing & Remote Operations
- ✓ Team Leadership, Staff Development and Work Schedule
- ✓ HACCP, Health and Food Safety Procedure
- ✓ Inventory Control & Procurement
- ✓ Budgeting & Cost Optimization
- ✓ Monitoring & Reporting
- ✓ Client Relations & Service Excellence
- ✓ Emergency Response & Risk Management
- ✓ Administration & Document Controlling
- ✓ Store Handling & Managing as per HACCP Standard
- ✓ Conflict Resolution & Team Morale Building

◆ Military Service & Accomplishments

- 27 Aug 2001 To 15 Jun 2006 10 Ak Regiment (Intelligent section)
- Physical medal received during training in AK Centre Mansar Camp
- Got 2nd positions with a medal in Basic leadership course (BLC)
- Education Position medal received in Ababeel Division during (BLC)

◆ Professional Experience

◆ Kuwait Pearls catering Company (KPCC) (Iraq Basra)

Catering Supervisor (From Aug 2010 to Feb. 2011) Working with US Army under KBR Company

◆ ALMCO Group of Companies (Iraq Basra)

Project Manager (From Mar 2011 to Dec 2014) Working with GWDC Rig and Schlumberger Project

◆ Gulf Mahmal Supports service (Saudi Arabia)

Project Supervisor (From May 2015 to May 2017) Working with ACBI under Saudi Aramco

◆ ALMCO Group of Companies (Iraq Basra)

Project Manager (From Dec 2017 to July 2021) Working with High Long Rig and Petrofac Project

◆ Gulf Mahmal Support Service (Saudi Arabia)

Project Supervisor (Jun 2022 To May 2024) Working in Al-kathlan Construction Company Jubail Saudi Arabia.

◆ The University of Faisalabad (TUF)

Hostel Warden & Admin: Working in Amin Campus Hassan Hostel (20 Nov 2025 – Present)

◆ Education & Certifications

HSSC: (I. Com) Board of Intermediate and Secondary Education Mirpur AJK.

Graduate: University of Azad Jammu & Kashmir AJK.

Master: University of Azad Jammu & Kashmir AJK.

◆ Certifications:

◆ **Level III Food Certificate:**

Chartered Institute of Environmental Health (CIEH) **Saudi Arabia (KSA)**

◆ **Certificate of Hazard Analysis and Critical Control Point in Catering.**

(Held in Gulf Mahmil Compound May 2015) **Saudi Arabia (KSA)**

◆ **One Year Diploma in Construction, Health & Safety Management**

Modern Institute of information & Management **Islamabad Pakistan**

◆ **Certificate in Computer Proficiency.**

National Institute of Computer Education (N.I.C.E) **Islamabad Pakistan**

◆ **Fire Safety Training.**

Under KBR at Victory Base Camp- **Baghdad Iraq**

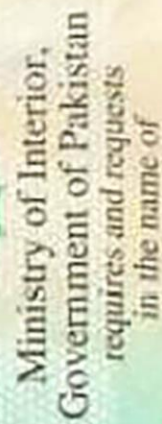
◆ **Certificate in Spoken English**

From Johor Institute of information and technology

◆ Technical Skills

Microsoft Office Suite (Excel, Outlook, Word)

ERP & any software, Inventory Control



The President

Islamic Republic of Pakistan

all those to whom it may concern

to allow the bearer

to pass freely without let or hindrance

and to afford the bearer such assistance

and protection as may be necessary

Director General

Immigration and Passports.

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PASSPORT



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RAJA

MUHAMMAD ZAKRIA

PAKISTANI

12 JUN 1980

82102-2420037-1

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KHAN, MUHAMMAD AZAM

25 OCT 2018

PAKISTAN

23 OCT 2028

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PAKISTAN
ISLAMIC REPUBLIC OF PAKISTAN

National Identity Card
Resident of AJK State



Name
Muhammad Zakria Raja

محمد زکریا راجہ

Father Name
Muhammad Azam Khan

محمد اعظم خان



Gender Country of Stay
M Pakistan

Identity Number
82102-2420037-1

Date of Birth
12.06.1980

Date of Issue
19.03.2025

Date of Expiry
19.03.2035

Holder's Signature

94314

موجودہ پتہ: عرفان آباد، تراہڑی، اسلام آباد

82102-2420037-1



مستقل پتہ: ڈاک خانہ دھیر کوٹ، رنگولی خاص، تحصیل دھیر
کوٹ، ضلع باغ

500063555182
701-80-630839

Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں

