

# Abdul Safi

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## About

Competent professional who can be trusted with even the most confidential projects. Excels in turning disorganized environments into smooth-running operations and overhauling administrative process to improve workflow accurately and efficiently. Self-starter and quick- learner who always exceed expectations. Category 2 DOD security clearance holder.

## Experience

### Field Operations Manager

2010-2014

Harirud General Trading. DUBAI U.A.E:

- Planning, organization, directing, controlling and evaluating the operations of a transportation company.
- Supervised 30 mechanical and heavy equipment personnel.
- Accountable for budgeting five million dollars over the course of 1 year for various purchase orders and contracts payable to suppliers.
- Set operations policies and standards, including determination of safety procedures for the handling of dangerous goods and ensure compliance with transport regulations.
- Oversee dispatch of vehicles, vessels and aircraft.
- Control the company or departmental budget, including acquisitions, Monitor Company or department's performance, and prepare reports for senior management and plan for changes to schedules and policies.
- Recruit personnel and oversee their training.
- Plan, organize and evaluate companies or departments responsible for coordinating, arranging and monitoring the transportation and movement of goods.
- Arrange for shipping documentation and oversee the scheduling and dispatching of goods and the tracking and tracing of goods in transit.
- Set performance goals; oversee the setting of transportation service rates and monitor revenue.
- Develop plans and procedures for the transportation and storage of goods.
- Negotiate with carriers, warehouse operators and insurance company representatives for services and preferential rates.

### Freelance

2005-2010

Big Screen Network Production Inc. Westlake Village, CA

- Provided video camera coverage for broadcasting field and studio events.
- Full production operations for all UCLA Athletic Department events.
- Prepared single- camera production in HDTV (1080) formats.
- Provided lighting support in the studio.
- Generated imagery that conforms to standard broadcast signal parameters.

Mischief Night. Lionsgate Home Entertainment

- Production Coordinator
- Controlling and managing the flow of information between the various components of a film project.
- Communication with production managers, directors, staff and agents to ensure everything is prepared for filming.
- Arrangement of meetings with outside vendors, artists, actors all along other professionals.
- Planning, organizing and arrangement for the movement of cast, crew, equipment and supplies to the various filming locations.
- Coordination of information from various remote-filming locations with each other when required.

## Education

Bachelor of Applied Arts and Science, Theatre Arts  
San Diego State University

2007-2010