

SAAD MANSOOR

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A self-motivated, dedicated, trustworthy, enthusiastic and result-oriented person that is effective and sufficient; never gets easily frustrated and perceives failure not as defeat but a chance to further improve.

PERSONAL INFORMATION

Father Name : Hamid Mansoor
Date Of Birth : 9th April 1995
Nationality : Pakistani
Marital Status : Single
Religion : Islam
Domicile : Kohat City, KPK

EXPERIENCES

AUGUST 2023 – DECEMBER 2023

DRIVER FOR ARAB FAMILY

- ✓ Fetching and welcoming clients at the beginning of their trip.
- ✓ Loading and unloading clients' possessions, as required.
- ✓ Traveling via the most efficient routes, unless otherwise directed.
- ✓ Complying with road regulations at all times.
- ✓ Engaging in conversation or playing music, if suitable.
- ✓ Ensuring that clients' identities and conversations remain confidential.
- ✓ Apprising clients of local services that may be of use to them.
- ✓ Ensuring that the automobile remains clean and well maintained.

APRIL 2023 – AUGUST 2023

TALABAT – ONLINE FOOD ORDERING COMPANY

- ✓ Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- ✓ Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- ✓ Assisting with loading and unloading items from vehicles.
- ✓ Accepting payments for delivered items.
- ✓ Providing excellent customer service, answering questions, and handling complaints from clients.
- ✓ Adhering to assigned routes and following time schedules.
- ✓ Abiding by all transportation laws and maintaining a safe driving record.
- ✓ Preparing reports and other documents relating to deliveries.

2016 – 2019 (3 YEARS)

SHED (SOCIETY FOR HUMAN AND ENVIRONMENTAL DEVELOPMENT)

- ✓ Transport clients and/or packages to and from destinations.
- ✓ Arrive at destinations on schedule.
- ✓ Fulfill administrative needs, like office pickups.
- ✓ Use navigation applications to determine the best route

2019 – 2022 (3 YEARS)

PAK KHILJI MOVERS AND PACKERS

- ✓ Loaded and unloaded trucks with product for delivery.
- ✓ Completed and submitted all required product tracking paperwork.
- ✓ Maintained exterior and interior cleanliness of company vehicles.
- ✓ Perform minor vehicle repairs as needed.
- ✓ Adhere to all appropriate local and state safety regulations.

EDUCATION

2013

F.SC (PRE-ENGINEERING)

Comp Tech Degree College Kohat, Pakistan

Percentage: 53%

2011

S.S.C (SCIENCE)

Working Folks Grammar School Kohat, Pakistan

Percentage: 63%

SKILLS

- Minor vehicle maintenance
- Route planning and GPS navigation
- Vehicle operations
- Able to communicate well in English
- Safety regulations
- Excellent time management
- Problem solving and decision-making
- Can work under pressure

CERTIFICATION AND LICENSES

Qatari Driving License.

Validity 2028-04-05

