

# MUHAMMAD AZEEM

OPERATION SUPERVISOR

Email: [azeemaftab80@gmail.com](mailto:azeemaftab80@gmail.com)

Address: Doha, Qatar

Phone: 0097450255534

Date of birth: 1990-09-23

Nationality: Pakistan



## **OBJECTIVE**

Seeking a transportation operation supervisor position with challenging organization in which I will get an opportunity to enhance my skills and further my expertise and training in the field to help organization meet their long-term goals.

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## **SKILLS**

- ✓ Previous experience as an operations supervisor or similar role
- ✓ Hands-on experience implementing operational processes
- ✓ Excellent project management skills
- ✓ Knowledge of operational principles and policies
- ✓ Experience in implementing operational processes.
- ✓ Good working knowledge of operational procedures and policies.
- ✓ Strong project management, administrative management, and organizational skills.
- ✓ Excellent leadership and decision-making skills.
- ✓ Great communication and interpersonal skills.

## **EXPERIENCE**

DOHA QATAR 2017 – PRESENT

NET EXPRESS TRANSPORTATION

OPERATION SUPERVISOR

### **RESPONSIBILITIES**

- Planning and executing departmental budgets.
- Evaluating the performance.
- Motivating and supervising employees.
- Monitor and report on department performance.

- Ensure compliance with company policies and regulation.
- Supervise and train employees.
- Coming up with effective strategies to enhance the organization's financial health.
- Recruiting quality employees to provide high-quality customer support.
- Research methods to improve operations and reduce costs.
- Provide administrative support (e.g. updating inventory).

**UAE ABU DHABI 2012-2017**

**WADI AL KURROM TRANSPORT LLC**

**TRANSPORTATION SUPERVISOR**

## **RESPONSIBILITIES**

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job results.
- Conducts training.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Provides quality service by enforcing quality and customer service standards.
- Contributes to team effort by accomplishing related results as needed.

## **PERSONNAL DETAILS**

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|-------------------|-------------------|
| ○ DATE OF BIRTH   | 27 SEPTEMBER 1990 |
| ○ GENDER          | MALE              |
| ○ NATIONALITY     | PAKISTAN          |
| ○ PASSPORT NUMBER | DV1851602         |
| ○ QID NUMBER      | 29058605129       |
| ○ MARITAL STATUS  | MARRIED           |

## **EDUCATION**

ABU DHABI, UAE  
MAR 2006 - SEP 2009  
HIGH SCHOOL DIPLOMA  
STANFORD TRAINING ACADEMY

## **SPOKEN LANGUAGES**

- ✓ ENGLISH
- ✓ ARABIC
- ✓ URDU