

Muhammad Ashfaq

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Summary

Supervisor with multiple years of experience in implementing operational procedures and lean practices to increase efficiency and decrease operating costs. Successful in developing and leading focused teams to boost productivity in addition to offering professional driving services. Focused, organized driver with a great safety record and multiple years of experience driving for established companies. Deeply familiar with all applicable local and federal safety guidelines Excellent driver who plans trips for maximum efficiency. Great communication skills, with a friendly and professional demeanor at all times. Looking to excel in a role compatible to my expertise.

Skills

- Clear communicator with service-oriented nature and multitasking expertise.
- Proven ability to drive vehicles with manual transmission and operate computer-related equipment if necessary.
- Successful working under pressure and adapting to new situations and challenges to enhance the corporate brand.
- Qatar Driving License
- Road regulations knowledge
- GPS and route planning
- Clean driving record

Al Fazania, Kingdom of Saudi Arabia

5 years

- Supervised and developed teams to improve efficiency and morale
- Applied lean principles and best practices, improved productivity and increased overall efficiency.
- Maintained company legal compliance requirements by interacting with all the relevant stakeholders.
- Managed multiple concurrent projects, ensuring strict adherence to safety requirements, budgets, and deadlines.
- Maintained high standards for workspace cleanliness and organization in compliance with company regulations.

Foreman, Kingdom of Saudi Arabia

3 years

- Issued instructions on work sequence, procedures, methods, and deadlines, and relied on the incumbent to assure that work assignments were carried out by other members of the group.
- Passed on to other workers instructions received from the supervisor, and started work by assigning the immediate tasks to be performed by individual members of the group led.
- Ensured that the needed plans, blueprints, material, and tools are available and that needed stock is obtained from supply locations.
- Checked work in progress and when finished, checked for compliance with supervisor's instructions on work sequence, procedures, methods, and deadlines.
- Answered workers' questions regarding procedures, policies, written instructions, and other directives, obtained needed information or decisions from the supervisor on problems that come up during the work.

Driver, Kingdom of Saudi Arabia

15 years

- Safely transport office staff on assigned routes
- Transport cargo to different destinations
- Efficiently assist passengers in securing wheelchairs and providing other mobility services
- Ensure appropriate and timely maintenance of vehicles
- Provide customer service to individuals as they reach the destination
- Support loaders for loading and unloading of merchandise
- Perform vehicle inspection for preventive maintenance
- Make minor repairs as and when necessary

Driver, Pakistan

7 years

- Planned delivery routes and schedules before each pick-up to increase fuel cost savings by 25%
- Recognized by employer in 3 consecutive annual awards ceremonies for decreasing route times by 30% and keeping a clean driving record
- Helped company cut 23% on maintenance costs by monitoring the performance of the vehicle and requesting inspections before major breakdowns occurred
- Trained 7 new hires on the maintenance of company vehicles, adherence to all government transportation guidelines, and preparing vehicle logs using the company's template

Education:

SSC: Board of Intermediate & Secondary Education

Languages:

Urdu, Punjabi, Arabic, English