

MUHAMMAD AZEEM

OPERATION SUPERVISOR AND
HEAVY DRIVER.

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Phone: 0097450255534

Date of birth: 1990-09-23

Nationality: Pakistan



OBJECTIVE

1. Seeking a Heavy Transport Vehicle Driver 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.
- ✓ Check vehicle to ensure that mechanical safety and emergency equipment is in good working order
- ✓ Perform basic vehicle maintenances task, such as adding oil, fuel, or radiator fluid and perform minor repairs
- ✓ Check condition of trailer after contents have been unloaded to ensure there has been no damage
- ✓ Perform emergency roadside repairs such as changing tires or installing light bulbs, tire chains, or spark plugs
- ✓ Perform job related duties as assigned

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 (2015 TO 2017)
NAMSHI INTERNATIONAL GENERAL TRADINGS L.L.C
HEAVY DRIVER

RESPONSIBILITIES

- ✓ Assist in loading and unloading vehicle with items to be delivered.
- ✓ Ensure that items are properly stacked and secured inside the delivery vehicle.
- ✓ Take delivery instructions from supervisors.
- ✓ Chart out appropriate route for delivery on the map or GPS.
- ✓ Maintain proper knowledge of loaded items.
- ✓ Ensure that appropriate and complete documentation is available at the time of loading.
- ✓ Drive vehicle to the point of delivery by using the best possible route.
- ✓ Ensure that the vehicle's paperwork is in order.
- ✓ Ensure that delivery receipts are signed.
- ✓ Collect payments for deliveries made and tend change.

- ✓ Fill in pertinent information such as mileage and delivery time in company provided log books.
- ✓ Change vehicle fluids on a regular basis.
- ✓ Ensure that the delivery schedule is followed.
- ✓ Handle invoice discrepancies by informing superiors of problems and complaints.
- ✓ Coordinate with port admin/tally clerks to ensure that the bayyn is received to allow seamless exit from the port
- ✓ Notify the supervisor of arrival at facility gate (DFG) to allow for status tracking and timely work assignment.
- ✓ Give directions to laboureres who are packing goods and moving them onto trailer

UAE ABU DHABI 2012-2015

WADI AL KURROM TRANSPORT LLC

TRANSPORTAION SUPERVISOR AND HEAVY DRIVER

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.
- ✓ Collect delivery instructions from planner or supervisor such as TMO, verify instructions and routes
- ✓ Monitor track and deliver
- ✓ Plan or adjust routes based on changed conditions
- ✓ Inventory inspect goods to be moved to be determine quantity and conditions
- ✓ Manoeuvre trucks into loading and unloading positions and check that vehicles are positioned properly
- ✓ Report vehicle

PERSONAL DETAILS

✓ 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

DRIVING LICENSE

Qatar Heavy Transport Vehicle (Trailer)

Issue Date 27-02-2018

Validity 03-03-2029