

Shah Faisal



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OBJECTIVES

Seeking a challenging position in customer services with an organization that has the vision and potential for development growth and expansion and at the same time maintains a high standard of performance and business ethics My involvement should be such that it can contribute positively towards the growth and success of the organization and me.

EDUCATION

University Of Peshawar

B.A (Economics and Statistics)

F.A (Economics and Statistics)

Diploma (Information Technology)

EXPERIENCE

DRIVER IN GOLDEN BIRD LIMOUSINE 1.5 YEARS EXPERIENCE

DRIVER IN ETIHAD AIRPORT GROUND SERVICES

2015 - 2020

- I have been part of the Etihad Airport ground service team during this tenure this job boosted my abilities and knowledge. I am well aware of Etihad ground services rules and regulations and UAE work environment.

Working with Etihad as a load attendant I gained vast knowledge about Etihad flight schedule and taking care of load and re-flighting load. I have worked both day and night shifts and I am well aware of applicable safety rules

Transportation Supervisor Transports Company Abu Dhabi

2013 - 2015

- Coordinating between different departments, providing available options for all shift timings, and creating a roster accordingly
- Creating schedules and planning out a plan of action according to the architect's plan and material availability
- Supervising the machines department, ensuring that all the construction vehicles are in working condition and have been regularly serviced
- Providing daily reports to higher management for analysis Researching the market for buying new vehicles according to the demand
- Conducting training workshops on emergency first aid for the drivers and employees
- Arranging transportation for extra activities such as team outings, etc.
- Creating detailed reports on vehicle performance, mileage, driver performance, etc., at the end of the month and supplying them to the higher management for analysis
- Making sure that all the vehicles are in good condition to ensure employee comfort
- Creating schedules for the housekeeping department to maintain cleanliness and hygiene in the buses
- Providing prompt feedback and action to employee complaints
- Liaising with third-party transportation organizations to provide extra buses in case of emergency
- Conducting workshops on time-saving methods
- Maintaining a daily roster including the driver's attendance for reporting and payroll purposes
- Making sure that proper communication is maintained between the management and transportation department
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Clerk VA Driver | Rizwan Group of Companies

- Driver Supervisor 1 Year Experience in Rizwan General Transport.
- Good knowledge of U.A.E Road and Locations.
- Good knowledge of branches and customer locations all around in U.A.E.
- As per need, reported incidents like accidents and delays.
- Done various other duties related to driving as needed
- Familiar with local and various other languages such as English and Urdu.
- Daily mail procedures; collecting, sorting, and distributing the regular mail, including other courier services (FedEx, UPS, Aramax, etc.) to be distributed internally. Notify co-workers when the mail procedure is complete
- Operate office machinery such as copier and fax machine. Type and proofread outgoing correspondence.
- Perform additional general office duties such as assisting staff with their specific work when required.
- Computer windows and application installation in office computers of Rizwan group of companies. Emirate

SKILLS

Innovating, hardworking, honest, and technical mind.
Self-motivated, and capable of mixing easily with different situations. Perform assigned tasks with great responsibility.
Excellent interpersonal and teamwork skills.
Professional approach to the job and in matters assigned to me. Hardworking, enthusiastic, and self-motivated.
Ability to deal with and interact with people.

TRAINING

- **Microsoft Office 2019.** (MS Word, MS Excel, MS PowerPoint) 3 Months training Course from GCMS Peshawar, Pakistan.
- **FOCUS 6.1** Two weeks training in Rizwan Group of Companies for data entry and transport trip entry system.

LANGUAGE

- English.
- Arabic
- Urdu

U.A.E DRIVING LICENSE HOLDER (LIGHT VEHICLE) + AIRSIDE DRIVING PERMIT

VALID QATAR LIGHT DRIVER LICENSE

License No : 28458607301
Date of Issue : 15/02/2022
Date of Expiry : 14/02/2027