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| Bilal Amir    Supervisor Details Doha, Qatar  +97433943599  [bilal6244@gmail.com](mailto:bilal6244@gmail.com) Date / Place of birth 15-07-1986 Jhelum Nationality Pakistani Driving license Pakistan, UAE, Qatar Skills  |  |  | | --- | --- | | Customer Service | | |  |  |  |  |  | | --- | --- | | Fast Learner | | |  |  |  |  |  | | --- | --- | | Leadership | | |  |  |  |  |  | | --- | --- | | Ability to Work Under Pressure | | |  |  |  |  |  | | --- | --- | | Effective Time Management | | |  |  |  |  |  | | --- | --- | | Microsoft Office | | |  |  |  |  |  | | --- | --- | | Communication Skills | | |  |  |  |  |  | | --- | --- | | Collaboration & Teamwork | | |  |  |  |  |  | | --- | --- | | English Language | | |  |  |  |  |  | | --- | --- | | Arabic Language | | |  |  |  |  |  | | --- | --- | | Urdu/Hindi | | |  |  | | Profile Experienced with the latest cutting As a dedicated and results-driven Supervisor, I excel in leading high-performing teams, fostering a culture of excellence, and driving operational efficiency. With a keen eye for detail and a passion for innovation, I empower employees to achieve their full potential, cultivate collaborative relationships, and deliver exceptional customer experiences. I am committed to continuous learning, staying ahead of industry trends, and leveraging my expertise to drive business growth and success edge development tools and procedures. Employment HistoryComputer Administrator at Sheikh Nayyar Group of Companies Lahore, Lahore July 2007 — December 2008   * Answered and managed incoming calls, providing accurate and timely information to callers  Car Driving Instructor at Arabia Taxi Company LLC, Abu Dhabi June 2009 — June 2012   Teaching the students to operate a vehicle safely, assessing abilities, creating lesson plans, and providing in-car instruction to prepare for driving tests and ensure safe driving practices. Merchandizing Officer at Zong, Mirpur AJK August 2012 — July 2013  Responsible for product planning, market research, supplier sourcing, pricing, inventory management, visual merchandising, sales forecasting, and brand management, collaborating with cross-functional teams to drive business growth and stay competitive. Supervisor at Executive Limo, Dubai September 2013 — August 2014  To oversees daily operations, manages driver schedules and routes, ensures compliance with regulations, coordinates vehicle maintenance, and monitors costs, while communicating with customers and stakeholders to ensure smooth transport services. Transportation Supervisor at Habtoor Grand Beach Hotel & Resort , Dubai September 2014 — August 2015  Provided safe and reliable transportation to passengers while adhering to all traffic laws and regulations and routes, ensures compliance with regulations, coordinates vehicle maintenance, and monitors costs. Ground Operation Staff at DC-Aviation Alfuttaim, Dubai June 2016 — May 2019  Handling check-in, baggage, and cargo processing, manage flight schedules, ensure safety and security, and provide customer service, while coordinating with airlines and other airport teams. Transportation Manager at RUA Enterprises, Jhelum April 2020 — July 2022   Overseeing transport operations, carrying employees, students and other clients to their destinations safely maintaining their safeties. Assistant Manager at RUA Enterprises, Jhelum July 2022 — June 2024  Managing employee schedules and attendance, maintaining accurate office records, supervising team members, handling customer inquiries, and assisting with budgeting, while ensuring compliance with company policies and procedures.  **B Deliveries Qatar**  August 2024 - Present  **Key Responsibilities:**  **-** Safely operate vehicles to deliver packages to customers  - Ensure timely and efficient delivery of packages  - Provide excellent customer service and respond to customer inquiries  - Maintain accurate records of deliveries and follow company protocols  - Collaborate with colleagues to achieve team goals EducationSSC , APSACS Mangla Cantt, Mangla Cantt August 2002 — August 2004  Passed my Secondary School Certificate. F. Sc, GOVT Degree College Jhelum, Jhelum September 2004 — September 2006  Passed my Higher Secondary School Certificate BA, University of Punjab, Lahore October 2007 — November 2009  Completed my Bachelor in Arts Degree. IELTS General Training UKVI, British Council, Islamabad February 2023 — March 2023  Obtained IELTS General Training Certificate with CEFR Level B2. |