

CV

Mr.FAZAL HASSAN



Father's Name: Sher Hassan
Date of Birth: 06-April-1995
Nationality: Pakistan
Marital Status: Married
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Doha Qatar



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To work with a team of professionals in an organization, this offers dynamic environment and provides ample opportunities for the enhancement of skills as well as career growth.

EDUCATION BACKGROUND

2014

Secondary School Certificate (SSC)

Board of Intermediate & Secondary Education,
Medical Health Technology



2011

Higher Secondary School certificate(HSSC)

Board of Intermediate & Secondary Education



WORK EXPERIENCE

26 Feb 2023- till now

Valet Parking Driver

SPM (Smart Parking Management) , Doha Qatar

Key responsibilities:

- o Direct traffic in the parking area as needed and assist guests in entering and leaving the parking lot
- o Answer guests' questions regarding local attractions, hotel amenities, and other available services
- o Collect and accurately label keys belonging to guests to ensure their proper return
- o Park guests' vehicles in predetermined areas within the parking lot while following all traffic laws
- o Operate vehicles safely and responsibility
- o Organize and file paperwork regarding guests' vehicles and daily Transactions

Aug, 2019 – Nov, 2022

Driver cum Messenger

Jan Japan Motors Khalid Bin Waleed Branch Karachi

Key responsibilities:

- o To coordinate with the HR, Admin, and other departments regarding deliver and collect documents etc.
- o Picking up and delivering various packages, documentation etc. to specified locations as per the delivery instructions.
- o Support PRO with administrative tasks.
- o Deal with general enquires regarding Messenger functions
- o promptly and efficiently to enhance the level of department service
- o Provide service, support, and assistance to new and existing employees on their requirements related to work.
- o Always maintain confidentiality and security of company and employee documents

2016 – 2018



Driver Cum Supply Officer

Al Marai Company Pvt Ltd
Kingdom of Saudi Arabia

- Develop and implement procurement strategies and policies to ensure efficient and cost-effective sourcing of goods and services.
- Identify reliable suppliers, negotiate contracts, and establish vendor relationships based on quality, cost, and delivery time.
- Monitor supplier performance, conduct periodic evaluations, and address any issues or concerns.
- Conduct market research to identify new suppliers, products, and pricing trends to support strategic decision-making.

2013 – 2015

Toyota KSA -Abdul latif Al Jameel Motors
Saudi Arabia Al Riyadh Branch

Key responsibilities:

- o Deliver packages and documents to specified locations.
- o Adhere to all traffic laws and regulations.
- o Maintain accurate records of deliveries and pickups.
- o Inspect and maintain delivery vehicle.
- o Handle cash transactions and maintain accurate records.

Other Professional Skills



- **Computer Skills**
- MS-Office,
- Typing and Data Entry
- Internet Browsing

- **Languages**

- Urdu - (National Language) (Can read, write and speak)
- Arabic - (Second Language) (Can read, write and speak)
- English - (Official Language) (Can read, write and speak)

DRIVING LICENSE DETAILS

Saudi Driving License

Issue date : 24-11-2013

Expiry date: 24-11-2018

Qatar Light Driving License

Issue date : 30-08-2023

Expiry date: 29-08-2028

DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge, and the event of my appointment, I shall discharge my duties and responsibilities. I will be sincere in my part of work.