

MAHABUB MORSHED

High Level Road, Lalkhan Bazar

Mobile No. +8801866-273751

mahabubmorshed1974ctg@gmail.com



CAREER OBJECTIVES:

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where I can grow with the organization and prove to be an asset for its effective functioning, be a team player for the achievement of organizational goals and its success.

WORK EXPERIENCES

Company	Al Noor Hospital (Present Mediclinic)
Position	Transportation Supervisor
Location	Airport Road Branch, Abu Dhabi
Period	September 2007 - 2019

Job Description:

- Supervise the work of drivers, dispatchers and drives under sub-contractor
- Receives transportation request from eligible clients, supervise the scheduling of drivers assignment, dispatches drivers and vehicles.
- Ensure the staff and vehicles availability
- Inspects vehicles to ensure compliance with safety standards
- Investigates and resolve public complaints
- Updates vehicle preventative maintenance schedule
- Maintain the records of gas and oil expenditures and routine maintenance in Accordance with maintenance contract
- Schedule the routine, emergency repairs and maintenance of all vehicles, Arrange for back up vehicles when necessary; ensure daily, monthly and annual inspection occurs

Company	Mr. Mohd. Mansoori
Position	Personal Driver
Location	Ruis, Abu Dhabi, UAE
Period	2003-2004

Job Description:

- Inspect vehicles to ensure compliance with safety standards
- Updates vehicles preventive maintenance schedule
- Maintain records of gas and oil expenditures
- Schedule the routine repairs and maintenance of vehicles
- Ensure daily, monthly and annual inspections of vehicles

Company	Al Makhtoum Auto Workshop
Position	Service Advisor
Location	Abu Dhabi, UAE
Period	1999 -- 2003

Job Description:

- Inspect vehicles to ensure compliance with safety standards
- Updates vehicles preventive maintenance schedule
- Investigates and resolve public complaints
- Maintain records of gas and oil expenditures
- Schedule the routine repairs and maintenance of vehicles

SKILLS

- Strong oral and written communication skills
- Thorough knowledge of traffic law enforcement procedures, state law and hospital rules and regulations
- Driving (Big Bus)
- Computer Literate

EDUCATIONAL BACKGROUND

- ▶ **B.com** - Passed
- ▶ **Higher School Certificate (College)** - Passed
- ▶ **Secondary School Certificate (High School)** - Passed

SEMINAR/TRAINING ATTENDED

- **Heart saver First Aid CPR & AED**
Recognized by the Health Authority Abu Dhabi (HAAD)
9th of April 2011 •
Uniteam Medical Assistance
Abu Dhabi, UAE.
Basic Life Support
07 October 2010
Al Noor Hospital, Airport Road Branch
Abu Dhabi, UAE.
Mentor/Perception Orientation Program
04 August 2009
Al Noor Hospital, Airport Road Branch
Abu Dhabi, UAE.

PERSONAL INFORMATION

Date of Birth	March 10, 1974
Civil Status	Married
Nationality	Bangladeshi
Sex	Male
Religion	Muslim
Language Spoken	English, Hindi and Arabic

I hereby certify that all information written above is true and correct upon the best of my knowledge.

MAHABUB MORSHED
