



SHAHUL ROSHAN ASHRAF RASEENA

OBJECTIVE:

To secure a leadership position as a Supervisor within a forward-thinking organization, where I can utilize my extensive experience in team management, process optimization, and operational oversight. I aim to drive operational excellence, foster a high-performance culture, and ensure the achievement of company objectives by effectively managing resources, leading cross-functional teams, and implementing strategic initiatives. With a commitment to continuous improvement and delivering measurable results, I seek to contribute to the long-term success of the organization

PERSONAL SUMMARY:

A highly motivated and results-driven professional with **5 years** of experience in supervisory roles across diverse industries. Adept at managing teams, optimizing processes, and ensuring smooth day-to-day operations to achieve business objectives. Proven track record of leading teams to exceed performance targets, driving efficiency improvements, and fostering a collaborative, high-performance work environment. Strong interpersonal and communication skills, with the ability to motivate employees, resolve conflicts, and implement best practices. Committed to continuous personal and professional development, I bring a strategic mindset and a passion for delivering excellence in all aspects of supervision.

• Leadership and Team Management

- **Motivating and Inspiring Teams:** Ability to inspire and guide employees towards achieving both individual and team goals.
- **Performance Monitoring:** Regularly assessing team performance, providing feedback, and ensuring continuous improvement.

• Communication Skills

- **Verbal Communication:** Clearly articulating instructions, expectations, and company goals to teams and upper management.
- **Written Communication:** Writing clear, concise reports, emails, and other documents that align with company standards.

• Problem-Solving and Decision-Making

- **Critical Thinking:** Analyzing situations quickly to make informed decisions that benefit the company and employees.
- **Adaptability:** Quickly adjusting strategies or operations to overcome challenges or changing business conditions.

• Time Management and Organization

- **Prioritization:** Managing multiple tasks and projects by setting priorities and meeting deadlines consistently.
- **Multitasking:** Overseeing various team functions simultaneously while maintaining high performance in all areas.

Contact

shahulroshan26@gmail.com
+974 70307005
Al Wakra, Doha, Qatar

Education

- **Bachelor of Commerce (B.COM)**
Calicut University Kerala 2015-2018
- **Higher Secondary**
Ansar Institute Of management
Studies
2014-2015
- **Secondary**
Rani Public School 2013

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 02/11/1996
Marital Status : Single
Passport No : N2193398
Qatar Driving License : Yes

STRENGTHS & SKILLS

- Microsoft Office.
- Power Point.
- Excellent communication skills.
- Hard working and sincere.
- Sense of responsibility.
- Multitask and can work under pressure.
- Quick at learning new concepts and technologies and putting them to use.
- Excellent leadership qualities.

- **Process Improvement and Operational Efficiency**

- **Quality Control:** Ensuring that products or services meet company standards and customer expectations.
- **Risk Management:** Proactively identifying and mitigating risks that could affect company operations or employee safety.

- **Financial Acumen**

- **Budgeting:** Managing departmental budgets effectively and ensuring adherence to financial guidelines.
- **Cost Reduction:** Identifying opportunities to cut unnecessary costs without sacrificing quality or productivity.

PROFESSIONAL EXPERIENCE:

- **Transport Supervisor (MBM Transport, Doha, Qatar) Jul 2021-Aug 2024**

- Fleet Management and Maintenance
- Route Planning and Optimization
- Driver Supervision and Safety Compliance
- Logistics and Delivery Coordination
- Cost Management and Budgeting

- **Admin Assistant (Triple Star Trading, Doha, Qatar) Jan 2020-Jun 2021**

- Office Management and Organization
- Scheduling and Calendar Management
- Communication and Correspondence Management
- Data Entry and Document Preparation
- Financial and Budgetary Support

- **Direct Sales Agent (Vistas Global (Vodafone) Doha, Qatar) Jan 2019-Dec 2020**

- Account Executive / Sales Executive
- Business Development Representative (BDR)

DECLARATION

I hereby declare that the statements made above are true, complete and correct to best of my knowledge and belief.

Reference: On request

Place : Doha, Qatar

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Date: