

HASEEB UR REHMAN

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QatarID-29258605579



Professional Summary

To get an opportunity where I can make the best of my potential and contribute to the organization growth. Seeking a position in a company where I can launch my career and build a valuable skill set.

Highlights

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- Knowledge of state roads and highways
 - Heavy hauling
 - Map reading and navigation skills
 - Familiarity with DOT regulations
 - Safe driver training
 - Commercial driving
 - Vehicle inspections
 - Self-Motivated
 - Problem-solving skills
 - Multi-tasking strength
 - Product and service sales
 - Exceptional customer service
 - Professional demeanor
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Work Experience

Present

Senior Security-TSF-QatarEnergyLNG

G4s-QatarEnergy LNG-RASS-LAFFAN
Emergency Response & Security (ERS)



- Secure premises and personnel by patrolling properties, monitoring surveillance equipment and access point, investigates security breaches, incidents and other alarming behaviour.
- Ensuring compliance with relevant policies, procedures, and regulations.
- Ensuring all client information and documents are always kept secure and confidential.
- Preparation and review of safety guidelines in operational activities.
- Toolbox Talk, safety training, site inspection, welfare provision inspection.
- Daily stage Inspection of fabricated material.
- Outgoing/ Finished material Inspection.

2018 - 2022

Operation Driver



- Responsible to keep the car clean and maintain hygiene, both internally and externally
- Responsible to take care of the safety of passengers and the vehicle as well
- Responsible to repair the vehicle whenever there is any minor problem
- Picking the new arrivals from Airport and providing camp orientation
- Picking delegates from Airport and providing Accommodation orientation
- Responsible for the medical checkup, finger print procedure for pre-emigration
- Behave properly and in a well manner with a passenger
- Providing information about the local areas to the customers
- Responsible to transport passengers and their goods to their destination.
- Responsible for Vehicle yearly checkup (ISTIMAARA) Insurance etc...
- Collecting Quotations from Spare part/garage, periodical servicing and Vehicle repairing

20114 - 2018

Alfajara Hail-hotal Saudi Arabia

- Performing all check-in and check-out tasks Managing online and phone reservations
- Informing customers about payment methods and verifying their credit card data Welcome guests upon their arrival and assign rooms
- Provide information about our hotel, available rooms, rates and amenities Respond to clients' complaints in a timely and professional manner
- Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully- furnished to accommodate guests' needs
- Confirm group reservations and arrange personalized services for VIP customers and event attendees, like wedding guests
- Upsell additional facilities and services, when appropriate Maintain updated records of bookings and payments

Core Qualifications

- Excellent driving record
- Thorough knowledge of WH & S (Workplace Health and Safety) procedures and practices
- Exceptionally good character and discipline
- Ability to provide assistance with luggage and cargo
- Sound expertise in small auto mechanics and performing minor repairs
- Superior time-consciousness and punctuality

Education and Training

- FA

IT Skills

Office Hardware and software installation. Inpage and Auto CAD

Safety Precautions of construction Machinery from CTTI. (2007) Basics of Hydraulic System from CTTI. (2008)

Achievements and awards

- Certificate of Service - from QatarEnergy LNG

Languages

- URDU
- English
- HINDI
- PUNJABI
- ARABIC

I, do hereby confirm that the information given above is true to the best of my knowledge

HASEEB UR REHMAN