

SHOAIB MUNAWAR

OPERATION SUPERVISOR

CONTACT

71294988

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Doha, Qatar

SKILLS

- Operations Management
- Fleet Optimization
- Logistics Coordination
- Team Leadership
- Strategic Planning
- Client Relations
- Business Development
- Process Improvement
- Microsoft Office
- Problem Solving
- Adaptability
- Email management
- Resource management

EDUCATION

BACHELORS IN BUSINESS ADMINISTRATION

Univeristy of punjab

LANGUAGES

ENGLISH
ARABIC
URDU

DRIVING LICENSE

Driving License category

Light

OBJECTIVE

Highly motivated Operation Management with a strong background in diverse industries, including real estate. Logistics and digital marketing. Results-driven leader experienced in strategic planning, team management, and driving operational excellence. Proven track record of achieving targets, fostering client relationships, and implementing innovative solutions.

Committed to delivering exceptional results and contributing to organizational success.

EXPERIENCE

OPERATION SUPERVISOR

Almeel Alakheer company, Doha

July 2022 - present

- Optimized logistics and operations by managing a **200-vehicle fleet**, ensuring efficiency and cost-effectiveness.
- Streamlined **administrative and HR processes**, fostering a productive and positive work environment.
- Ensured **accurate and timely payroll management**, maintaining financial accuracy and employee satisfaction.
- Built and nurtured **strong client relationships** with **Talabat, Snoonu, Rafeeq, Imile, Carson, Baladi, 6th Street, and JNT** to enhance business partnerships.

SENIOR SUPERVISOR

Sunshine Marketing Pvt Ltd (Real estate and digital marketing), Islamabad

MAY 2019 – JAN 2021

- Developed and implemented operational policies and procedures to streamline processes and improve efficiency.
- Played a key role in business development efforts, identifying new opportunities and forging strategic partnerships to drive growth and expansion

SUPERVISOR

Masna warda, Jeddah

MAY 2011 – JUL 2016

- Directed daily operations, ensuring efficiency and quality.
- Led teams to optimize performance and meet objectives.
- Reduced costs by 15% through strategic measures..