

## **SUMMARY**

Experienced and disciplined professional with strong administrative and field operations background, serving under Lakhwiya (MOI). Demonstrated ability to manage on-ground teams, enforce operational protocols, and maintain accurate documentation. Skilled in coordinating field activities, preparing reports, and supporting command structures with clerical and logistical tasks. Committed to upholding security, order, and internal organizational efficiency while adhering to the high standards of Qatar's Ministry of Interior.

#### CONTACT

PHONE:

+974 31247140

himayatshah@amail.com

#### **EDUCATION**

Secondary school from Pakistan Computer course (MS word) Diploma in Electronics

#### **LANGUAGES**

Arabic , English, Hindi, Urdu,

## **PERSONAL DETAILS**

Date of Birth: 01-04-1991

Gender: Male Nationality: Pakistan QID No : 29158602148

License: Light Vehicle Since 2017

Passport No: RX5146253 Validity: 08-01-2028

#### **MARITAL STATUS**

Married

# HIMAYAT ULLAH SHAH LIAQAT SHAH

### Work Experience

Workshop Supervisor Eurotic Plant Doha Qatar 2013-2016

## **Duties and Responsibilities: -**

- Supervise daily operations in the workshop to ensure timely and quality repair and maintenance of equipment, vehicles, or machinery
- Inspect completed work to ensure compliance with quality and safety standards
  Coordinate with other departments for work orders, job priorities, and project deadlines.
- Train and guide workshop staff on technical procedures and workplace discipline
- Ensure proper maintenance of workshop facilities, tools, and equipment.

Work as Transport Supervisor Lakhwiya (MOI) Doha – Qatar 2016-2023

**Duties and Responsibilities: -**

- **Pre- and Post-Trip Inspections:** Conduct thorough daily pretrip and post-trip inspections (vehicle checks) of all critical components (brakes, tires, lights, fluids, etc.) to ensure the vehicle is safe and in good working order.
- Vehicle Maintenance and Cleanliness: Maintain the cleanliness of the vehicle's interior and exterior. Perform basic preventive maintenance tasks (like checking fluid levels or tire pressure) and promptly report any mechanical issues, defects, or needed repairs to the supervisor or maintenance department.
- **Safety Compliance:** Adhere to all company safety protocols and emergency procedures, including those for cargo handling and hazardous materials, if applicable.
- Documentation and Logging: Maintain accurate and detailed records, logs, and paperwork, which typically include mileage logs, fuel consumption, delivery receipts, trip logs, and vehicle inspection reports (often using electronic logging devices/ELDs).
- Issue Reporting: Immediately report any accidents, traffic violations, mechanical breakdowns, or security concerns to management and, where necessary, to law enforcement.

#### Skills: -

- Good communication skills
- Capable of working under stress
- Moral sense of responsibility and character persistent
- Dedicated and hardworking