

NAEEM SATHAR



About Me

A highly organized and adaptable professional with experience across logistics, office administration, fuel management, and customer service.

Skilled in coordinating operations, managing teams, ensuring compliance, and handling administrative tasks. Proven track record of improving efficiency, maintaining data accuracy, and delivering excellent customer service in fast-paced environments.



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Doha, Qatar



Qatar light motor vehicle license

LANGUAGE

- English

EDUCATION

President High School

Grade 12 2007-2012

SKILLS

- Management Skills
- Operational Efficiency
- Data Accuracy
- Critical Thinking
- Team Leadership
- Customer Service Excellence
- Compliance Management

EXPERIENCE

Ewing Security

May 2022 - July 2023

Position: Office Administrator

- Managed electronic security installations and maintenance services for insurance clients.
- Oversaw invoicing, quotations, filing, and reporting.
- Handled queries, appointment scheduling, and stock control.
- Delegated tasks to staff to ensure smooth daily operations.

Bakers Tankers

September 2020 - April 2022

Position: Mozambique Operations

Controller / Logistics Coordinator

- Coordinated the daily operations of BVOs (Bulk Vehicle Operators), ensuring timely reporting and compliance with safety, driving hours, and route regulations.
- Managed documentation, including fuel control records and vehicle paperwork (PrDP, medical certificates, registration).
- Conducted daily briefings and debriefings for BVOs.
- Ensured vehicles adhered to safety protocols and were serviced regularly.
- Produced activity reports and communicated fleet status to directors and customer service teams.

Petrokings

September 2018 - August 2020

Position: Petrol Station Manager / Fuel & Convenience Store Manager

- Managed staff, daily cash-ups, and stock taking.
- Supervised bakery and forecourt operations.
- Ensured smooth staff shift changes and ordered stock as needed.
- Oversaw stock receiving and inventory management.

The Orient Hotel (Fordsburg)

June 2017 - August 2017

Position: Receptionist / Admin

- Managed guest bookings, check-ins, and check-outs.
- Handled daily cash-up and administrative tasks.

Standard Bank of South Africa

September 2014 - December 2016

Position: Data Capturer / Know Your Customer (KYC) Fica Consultant

- Ensured adherence to regulatory compliance and minimized non-compliance risks.
- Maintained the integrity of customer data, ensuring accuracy and completeness.
- Verified, updated, and maintained customer data in line with bank policies.

Bearings & Brake Parts City (Selby)

May 2013 - August 2014

Position: Despatch Clerk / Despatch

Operations

- Managed stock replenishment and recorded stock take data.
- Ensured orders were dispatched in a timely and accurate manner.
- Assisted with various stores duties as needed.