



Asif Iqbal Khan

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Qatar

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OBJECTIVE:

Looking for a challenging position in a reputable company where I can utilize my skills and experience in order to maximize efficiency.

DESIRED POSITION:

Company Driver

KEY QUALIFICATION:

- Highly competitive self-starter disciplined and goal oriented.
- Hard working and fast learner with the ability to achieve tasks on time.
- Dependable and able to work independently and as a team.
- Can perform under pressure and has the ability to prioritize projects.
- Excellent communication skills
- Knowledge of operating office equipment like printers.
- Computer Literate.
- Ability to multi- tasking.
- Quality to focus.
- Experienced in construction environment.

WORK EXPERIENCES:

Freelancer Driver

November 2023 to Till date

1. Office Transportation

- Drive employees to and from work or other work-related locations.
- Transport clients, visitors, or business partners to meetings and events.
- Take company executives to meetings, events, and appointments.

2. Route Planning

- Use GPS to pick the fastest and clearest routes, avoiding traffic or roadblocks.
- Know the best routes to key places like offices, airports, and hotels.

3. Vehicle Maintenance & Safety

- Check the vehicle daily (tires, fuel, oil, etc.) to make sure it's in good condition.
- Keep the car clean, inside and out, especially for executive rides.
- Log vehicle use (mileage, fuel, maintenance).

4. Following Regulations & Policies

- Obey traffic laws and safety rules.
- Stick to company rules regarding vehicle use and conduct.

5. Customer Service

- Be professional, polite, and discreet with employees, clients, and visitors.
- Arrive on time for pick-ups and drop-offs.
- Keep information confidential, especially for senior executives.

6. Travel Coordination

- Work with the admin team to plan travel schedules.
- Help schedule transportation for important meetings and events.
- Assist in planning travel logistics (e.g., picking up flight tickets).

7. Office Support

- Run office errands (deliver documents, pick up supplies).
- Track vehicle-related expenses and report them to finance.
- Deliver or pick up packages and documents as needed.

8. Emergency & Special Transport

- Be available for last-minute or urgent transport requests.
- Provide transport during emergencies or company crises.

9. Safety & Security

- Ensure passenger safety with seat belts and safe driving.
- Lock and secure the vehicle when unattended.

10. Fuel Management

- Keep the vehicle fueled and ready for trips.
- Track fuel consumption and report issues.

Key Skills for the Role

- Punctuality: Always on time for scheduled pickups and drop-offs.
- Navigation: Familiar with local routes and traffic management.
- Professionalism: Courteous, discreet, and service-oriented.
- Vehicle Care: Able to maintain and clean the vehicle.
- Communication: Professional and polite interaction with staff and clients.
- Cultural Awareness: Understanding of local culture, especially for international clients.

Company Driver(Acting Admin support as well)

SNC Lavalin Profac Gulf Management LLC “now AtkinsRealis”
Al waab, Salwa Road March 2019 to November 2023

Job Responsibilities:

- Executive drivers are responsible for transporting people and/or goods in a safe, timely manner.
- Visiting different project/sites & pick/drop to different location & assure everyone arrives at their destination safely and on time.
- Executive drivers must be able to multitask effectively while driving.
- This includes everything from handling phone calls and emails to keeping an eye on the road and responding to any emergencies that might arise.
- Assure & provides safe, timely, and legal operation of a company vehicle while driving to and from a designated destination.
- To drive vehicles safely, following the highway code, considering road and weather conditions and being courteous to other drivers
- To appear well groomed, representing the company in a professional manner
- To complete detailed documented checks of both vehicle and mileage recording on the Inspection Sheet and submitting to fleet department

- Helps and coordinating to the Property Manager, Facility Manager and Supervisors
- Single point of contacts to submit tenders for Proposals teams.
- Supporting Finance team by collecting Cash/Cheques from Banks.

Freelance work

Lusail QMF

29th Oct 2017 to 2018

TRAININGS ATTENDED:

Multiple Safety Training

PERSONAL INFORMATION:

Civil Status:	Married
Religion:	Muslim
Nationality:	Pakistani
Visa:	Working Visa
License:	Qatar Light Vehicle License