



MUHAMMAD NASEER

OPERATION SUPERVISOR

CONTACT

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☎ +974 50347249

📍 STATE OF QATAR

PROFILE SUMMARY

Experienced Custodial Supervisor with 8+ years of experience in the Kingdom of Bahrain. Seeking a position in an institution where I can share my professional experiences related to facility services.

SKILLS

- ✓ Excel
- ✓ Problem-Solving
- ✓ Team Leadership

LANGUAGES

- ✓ English
- ✓ Hindi:
- ✓ Arabic:

PROFESSIONAL EXPERIENCE

- **SECURITY SOLUTIONS, KINGDOM OF BAHRAIN**
Supervisor
February 2016-2019
- **GOLD DUST CLEANING AND SERVICES W.L.L**
Supervisor
September 2019-2021

EDUCATION

- ❖ Matric Pass from FD Chaudhry public school
- ❖ F.C.S Pass from Wah college of accountancy
- ❖ Spoken English course from POF welfare computer courses.

RESPONSIBILITIES

- ✚ Reported to the project manager or operations manager on all operational and administrative needs of my area of responsibility.
- ✚ Ensured that all site staff understood and adhered to the site policy and procedures.
- ✚ Planned and executed a site visit schedule on a regular basis, and submitted visit reports to the custodial site project manager on a daily basis.
- ✚ Ensured that company assets were preserved and not misused.

✚ . Team Leadership:

- Lead and motivate team members to achieve departmental goals and objectives.
- Provide guidance, coaching, and support to team members to enhance their performance and development.
- Delegate tasks effectively and ensure proper allocation of resources.

✚ Performance Management:

- Conduct regular performance evaluations and provide constructive feedback to team members.
- Set clear performance goals and objectives for individuals and the team as a whole.
- Identify areas for improvement and implement strategies to enhance performance and productivity.

✚ Workflow Coordination:

- Coordinate workflow and ensure that tasks are completed efficiently and on schedule.
- Monitor work progress and address any issues or obstacles that may arise.
- Collaborate with other departments or teams to streamline processes and improve workflow efficiency.

✚ Accommodation Management and Vehicle Scheduling

- Implemented efficient accommodation management strategies, ensuring optimal utilization of available resources while meeting staff needs and adhering to budgetary constraints.
- Oversaw the scheduling and maintenance of vehicles for staff transportation, guaranteeing timely availability and adherence to safety standards.

✚ Conflict Resolution:

- Address conflicts or disputes among team members in a timely and effective manner.
- Act as a mediator to resolve conflicts and promote a positive work environment.
- Implement strategies to prevent future conflicts and promote teamwork and collaboration.

✚ Quality Assurance:

- Ensure that work meets quality standards and requirements.
- Conduct quality checks and inspections to identify any issues or deviations from standards.
- Implement corrective actions or improvements to maintain and enhance quality levels.

✚ Communication:

- Facilitate clear and open communication within the team and with other departments or stakeholders.
- Keep team members informed about organizational goals, policies, and procedures.
- Encourage feedback and suggestions from team members to improve communication and collaboration.

✚ Safety and Compliance:

- Ensure that team members adhere to safety protocols and procedures.
- Monitor compliance with relevant regulations and standards.
- Take corrective actions to address any safety issues or violations.

✚ Customer Service:

- Ensure that team members provide excellent customer service and support.
- Address customer inquiries, concerns, or complaints in a timely and professional manner.
- Work to maintain high levels of customer satisfaction and loyalty.

PERSONAL DETAILS

- ❖ Date of Birth : 27-07-1995
- ❖ QID NO: 29558613487
- ❖ Marital Status: Married
- ❖ Gender : Male
- ❖ Nationality: Pakistani

PASSPORT DETAILS

- ✚ Passport No: JC9824072
- ✚ Issue Date : 27-12-2020
- ✚ Expired On : 27-12-2030
- ✚ Issued at : PAKISTAN

DRIVING LICENSE

- ✚
- ✚ **950724505**
- ✚ Issued on 17-07-2017
Valid till 16-10-2027

DECLARATION

I hereby affirm that the aforementioned statements are accurate and true to the best of my knowledge and belief.

Sincerely,
Muhammad Naseer