



RIZWAN SHAFIQUE

Cell: +966 58-3536133

Email: rizwan.decent789@gmail.com

Professional Carrier Objectives

To work in an organization with growth opportunities on a Research, I.T, Management, ticketing, tourism, Transportation, Operations, Maintenance or Administrative position to utilize my potential in the right direction.

Personal Attributes

- Possess sound leadership & motivational skills
- Willing to participate in job trainings
- Time management skills to prove value & cost at best level.
- Possess ability to work under pressure
- High level of integrity

Qualification

- **B.Com From Karachi University (Continue)**
- **Intermediate, Board of Intermediate and Secondary Education, Karachi**
- **Matriculation, Board of Secondary Education, Karachi**

Experience- Al Tala'a Int'l Transportation Co. Ltd. (HANCO Rent Car) 6 years As Sales Executive & Administrator

- deal directly with customers either by telephone, electronically or face to face
- respond promptly to customer inquiries and handle customer complaints
- keep records of customer interactions and transactions
- manage administration and communicate with internal and external departments

Transportation Manager (Dispatcher)

- Schedule vehicles to move goods or people and make necessary arrangements.
- Keep records, monitoring drivers' daily logs for errors or violations and monitoring their working hours and equipment availability
- Determine the best delivery methods and negotiate rates directly with vendors and customers, and get the necessary documents and permits that drivers will need when shipping chemicals or livestock.

- Cultivate strong relationships with drivers and customers to reduce the stress that comes with last minute schedule changes.

Operations and Maintenance Supervisor

- Plans, organize directs, controls, coordinates and supervises the maintenance, repair and operations function.
- Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Storekeeper

- Receive the goods from suppliers and check whether they meet the requirements mentioned in the purchase order
- Arrange received materials as required and ensure that the materials are stored safely
- Keep a record of receipt and issue of goods and issue material according to the requirements.
- Dispatch purchase requisition for buying fresh goods and manage personnel at the store

Saleh & Abdul Aziz Abahsain (Heavy Equipment) (6 months)

- Service coordinator and to keep a follow up with them, as well as managing the entire customer related complains.

Certificates

❖ **CIT In ITLP**

❖ **IELTS(INTERNATIONAL ENGLISH LANGUAGE TESTING SYESTEM)**

- **Listening, Reading, Speaking & Writing Covered 5 Band**

Technical knowledge /skills

- Proficiency in use of MS Office applications. (Words, Excel)
- Effective verbal & written communication skills.
- Strong interpersonal skills.
- ERP system using experience 5 Years

Personal Information

Father's Name : Muhammad Shafique

Date of Birth : 20-10-1990

Iqama # : 2338221134

Driving license : Available

Language : Arabic, English, Urdu