

# FAISAL KHAN

## TRANSPORT OFFICER



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**Address:** International city Dubai

**Driving License:** Pakistan, UAE

**JOINING:** IMMEDIATE

**Visa Status:** Dubai Residency

### Professional Summary

Highly experienced Transportation Supervisor with a proven track record of success in the transportation field. Skilled in overseeing and managing operations, personnel, and resources to ensure efficient and effective delivery of services.

### Employment Experience:

#### 05 Feb 2023 to Till

**Employer** : Pak Limousine Dubai

**Location** : Deira Dubai United Arab Emirates

**Position** : Transport Supervisor

### Key Responsibilities:

Responsible for getting the right products in the right quantities, to the right locations all at the right time.

In charge of the day to day operations of the transport department.

Efficiently managing a team of drivers and vehicles.

Responsible for all of the dispatching, routing, and tracking of delivery vehicles.

Ensuring company compliance of all transport policies, legislation and procedures to do with tachograph and towing etc.

Managing, monitoring and developing a team of drivers and line managers.

Involved in strategic development and strategy making.

Being the first point of contact for all drivers.

Making sure that all transport fleet vehicles are properly maintained and serviced.

Arranging for the induction and training off all new staff.

Regularly liaising with the delivery manager to ensure a smooth running of both departments.

Developing and nurturing customer relationships.

Maintaining accurate administrative records.

Giving drivers a full debrief, including tachograph analysis.

Organizing vehicle checks.

Identifying operational issues, potential problems and opportunities.

Resolving and managing queries and complaints courteously and efficiently.

Appraising staff performance and also taking disciplinary measures when required.

Ensuring all site and customer objectives are achieved.

### Employment Experience:

20 Jan 2017 to 25 Sep 2022

**Employer** : Kamil Shah Bin E Shahzad Gul Government Contractor

**Location** : China Pakistan Economic Corridor Gawadar Port

**Position** : Transport Supervisor

### Key Responsibilities:

Arranges for substitutes and stand-by drivers or may drive a bus to cover absences for the purpose of providing adequate coverage to meet the transportation needs of the customer.

Maintains personnel records and other mandated information which is required (e.g. route information, budget, vehicle inspection records, fuel use, time reports, personnel records, etc.) for the purpose of meeting regulatory requirements.

Monitors transportation budget for the purpose of ensuring that allocations are accurate and funds are maximized. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.

Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Procures fuel, oil, shop supplies, parts, etc. for the purpose of ensuring availability of required items for transportation department. Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.

Schedules repairs on buses for the purpose of ensuring that the vehicle is in a safe operating condition.

### **Employment Experience:**

27 October 2011 to 05 December 2015

**Employer** : Elite Security LLC – Abudhabi

**Location** : Abudhabi United Arab Emirates

**Position** : Operation or Admin Officer

### **Key Responsibilities:**

#### **1) Operation**

Work closely and co-ordinate with each site Supervisor to do manpower (Security Officers) forecast, planning for relief Security Officers to be on site.

Provide support for Site Security Supervisors & assist in handling complaints or operational issues.

Update all sites organization chart and employee profile

Co-ordinate with management team and work with clients' management to ensure customer satisfaction.

To attend to any operation calls outside office hour

#### **2) Administration**

Assist in recruitment of security personnel

Ensure timely submission of document by security personnel

Prepare Tardiness Report

Ensure proper issuance and return of company properties by security personnel

Assist in co ordination of training session for security personnel

Perform any other tasks required.

### **Employment Experience:**

16 March 2007 to 18 March 2009

**Employer** : Superior Security Guards

**Location** : Rawalpindi Pakistan

**Position** : Security Supervisor

Supervise security guards

Maintain daily records

Assist the security manager

Lead emergency response drills

Perform investigations and hold interviews

Conduct inspections for physical and safety hazards.

Initiate disciplinary measures wherever necessary.  
Provide security to office staff, buildings and properties.  
Develop and implement preventative measures against accidents, thefts and other risks.  
Ensure compliance of applicable policies and regulations while implementing security measures.

**Education:**

Metric - BISE SWAT

FSC - BISE SWAT

Bachelor in Arts from University of Malakand

Master in international relation from University of Malakand

**Training and Certification:**

Training of Trainers (TOT) for staff on Basic enterprise development under UNDP-Peace & Development Programme.

**Languages:** Pashto, Urdu, English, Basic Arabic

**Abstract of Skills:**

Cultural awareness

Verbal and written communication

Adaptability

Basic math

Clerical

Good listening skills

Customer service

Computer skills

Responsible

Flexible & Adaptable

Multitasking abilities

Conflict resolution

Teamwork

Microsoft Office

First Aid/CPR

Excellent work ethic

MS Office

Interpersonal Communication

Reading comprehension

Analytical skills

Organization and Time management