

# MUHAMMAD HASSAN



## PERSONAL PROFILE

Highly skilled driver with over 10 years of experience operating light vehicles and managing logistics for various companies. Proven track record of safe, efficient driving with excellent knowledge of traffic regulations and road safety protocols. Extensive experience in purchasing and managing auto spare parts, as well as delivering and installing LED products. Adept at maintaining vehicles in top condition through regular inspections and checks. Capable of handling multiple tasks such as loading, unloading, and managing delivery routes. Strong communicator with the ability to work in team-oriented environments. Well-versed in using MS Office for record-keeping and internet browsing for sourcing products. Holds valid driving licenses for both UAE and Pakistan.

## STRENGTH & CAPABILITIES

- Demonstrates excellent time management and punctuality in all assignments.
- Capable of handling high-pressure situations calmly and effectively.
- Strong teamwork skills, ensuring seamless coordination within diverse teams.
- Able to follow instructions and procedures with keen attention to detail.
- Maintains vehicles efficiently, ensuring smooth operation and longevity.
- Exhibits exceptional communication skills in English, Urdu, and Arabic.
- Knowledgeable in auto spare parts and effectively manages procurement tasks.

## PROFESSIONAL EXPERIENCE

<b>Driver cum Purchaser</b>	<b>2010 – 2018</b>
Bilal General Transport LLC, Dubai, UAE	
<ul style="list-style-type: none"><li>• Safely operated light vehicles, ensuring adherence to road safety regulations.</li><li>• Managed procurement of auto spare parts, coordinating with multiple vendors.</li><li>• Maintained accurate logs and records of trips, deliveries, and vehicle status.</li><li>• Assisted with loading and unloading, ensuring proper handling of goods.</li><li>• Performed regular maintenance checks to ensure vehicle functionality and safety.</li></ul>	
<b>Light Vehicle Driver</b>	<b>14th Nov 2010 – 31st Mar 2017</b>
Bilal General Transport LLC, Dubai, UAE	
<ul style="list-style-type: none"><li>• Operated company vehicles safely, ensuring on-time deliveries of goods.</li><li>• Regularly checked fuel, oil, tire pressure, and general vehicle conditions.</li><li>• Complied with traffic regulations and followed all company driving protocols.</li><li>• Assisted with goods loading/unloading, ensuring proper and careful handling.</li><li>• Maintained daily logs of trips, routes, and vehicle maintenance activities.</li></ul>	
<b>Purchaser</b>	<b>2007 – 2010</b>
Al Omeda Construction Company, Ajman, UAE	
<ul style="list-style-type: none"><li>• Managed procurement of construction materials, ensuring timely project completion.</li><li>• Coordinated with suppliers to negotiate prices and delivery timelines.</li><li>• Assisted with painting works and other on-site tasks as needed by management.</li><li>• Ensured that purchased materials met quality standards and project requirements.</li><li>• Maintained accurate records of purchase orders and inventory for projects.</li></ul>	
<b>Driver cum Installer (LEDs)</b>	<b>2018 – Present</b>
TCL Flagship Store, Islamabad, Pakistan	
<ul style="list-style-type: none"><li>• Delivered and installed LED products for customers in Islamabad and Rawalpindi.</li><li>• Ensured timely and accurate installation, addressing customer concerns promptly.</li><li>• Managed delivery schedules and routes for optimal efficiency and time management.</li><li>• Conducted product inspections prior to delivery, ensuring functionality and safety.</li><li>• Provided excellent customer service, resolving issues during installation processes.</li></ul>	

## CONTACT

- +971 545446713 (Cousin)
- +92 3345407314 (Pak)
- hassanbangash7@gmail.com
- Islamabad, Pakistan

## PROFESSIONAL SKILLS

- ✓ Time management
- ✓ Team collaboration
- ✓ Procurement
- ✓ Vehicle maintenance
- ✓ Customer service
- ✓ Communication skills
- ✓ MS Office proficiency
- ✓ Internet browsing
- ✓ Route planning
- ✓ Auto spare parts knowledge
- ✓ Installation expertise
- ✓ Traffic regulations knowledge
- ✓ Task multitasking
- ✓ Documentation
- ✓ Safety protocols
- ✓ Negotiation skills
- ✓ Logistics management

Light Vehicle Driver and Led TV Installer  
Hayat Home Appliances (Private) Limited

09-12-2019 to 30-09-2021

- Safely transported goods and personnel to designated locations, adhering to road safety regulations and schedules.
- Installed LED TVs for customers, ensuring correct setup, alignment, and functional testing of devices.
- Provided excellent customer service by explaining basic TV functions and addressing installation-related queries.
- Conducted routine vehicle maintenance checks to ensure operational readiness and prevent breakdowns.
- Maintained accurate records of deliveries, installations, and vehicle logs, ensuring smooth daily operations.

ACADEMIC QUALIFICATION

❖ **Matriculation**  
Government High School, Lodhi Khel, Peshawar Board

2005

EXPERTISE

- Proficient in safely operating light vehicles and following all traffic laws.
- Expertise in sourcing and purchasing high-quality auto spare parts at competitive prices.
- Ability to maintain detailed logs of trips, vehicle conditions, and maintenance checks.
- Strong skills in handling goods loading, unloading, and ensuring secure transport.
- Knowledgeable in performing routine vehicle inspections, including fuel and oil checks.
- Experience in coordinating with vendors for purchasing materials and negotiating contracts.
- Competent in installing LED products efficiently and addressing any customer concerns.
- Adept at route planning to optimize delivery schedules and reduce travel time.
- Excellent ability to manage multiple tasks in high-pressure environments and meet deadlines.
- Skilled in handling paperwork, maintaining logs, and tracking vehicle maintenance schedules.
- Familiar with road safety protocols and ensuring safe transportation of goods and passengers.
- Capable of providing outstanding customer service during deliveries and installations.
- Experience in managing inventory and maintaining accurate procurement records.
- Proficient in using MS Office for documentation and record-keeping tasks.
- Fluent in English, Arabic, Urdu, Pashto, and Punjabi, ensuring effective communication

PERSONAL INFORMATIONS

- Date of Birth : 16th April 1988
- Nationality : Pakistani
- Gender : Male
- Passport No : AW6804053
- Contact (Pak) : +92 334 5407314
- Contact : +92 3077173712
- Contact (UAE) : +971 545446713 (Cousin)
- Driving License : UAE & Pakistan
- Address : Sector F-10 Markaz, Islamabad, Pakistan

LANGUAGES

- English
- Urdu
- Pashto
- Arabic
- Punjabi

REFERENCES

Abu Fars

- General Manager, Al Omeda Construction Company, Ajman
- Contact: +971 509632856

Oshjha Haider

- General Manager, Bilal General Transport
- Website: [Bilal General Transport](#)
- Contact: +971 559804055

TCL Flagship Store, Islamabad

- General Manager
- Website: [TCL Pakistan](#)
- Contact: +92 300 9134213