

RESUME



Addresses:

MUMBAI

B.D.D Block No 12/36
Opp. Sewri Rly St., Sewri (W),
Mumbai – 400015.

Mobile No: +919136964591.

WhatsApp: - +919136964591.

Email Id: assadkhan3230@gmail.com

ASSAD ABDUL GAFFAR KHAN

CAREER OBJECTIVE

Motivated individual seeking a position within a progressive environment that will enable me to utilize my skills to further the goals of the Company.

Date of Birth : 19th June 1981
Marital Status : Single
Religion : Muslim
Nationality : Indian
Educational Qualification : H.S.C (12TH Grade),

Passport Details **Number** : S-7737726
 Date of Issue : 22/07/2018
 Date of Expiry : 21/07/2028
 Place of Issue : Riyadh

Additional Qualification : 1) Computer Literate, Windows 98' – M/S Word, M/S Excel, PowerPoint,
2) Creating PDF Files, ASCII (American Standard Code For Information Interchange),
Typing Speed : Speed of 50 to 60 w.p.m.

Work Experience

A) Working as a **FLEET DEPARTMENT HEAD** in **FACE CONTRACTING COMPANY JUBAIL, SAUDI ARABIA.**

Duration: 01st June 2024 Till 22 February 2025.

Job Profile:

1. Istimara Renewal
2. MVPI Renewal
3. Insurance Renewal.
4. GPS Tracking.
5. NAQAL Works.
 - A). Mizan Card Making & Renewals.
 - B). Drivers Mizan Cards Making & Renewals.
 - C). Vehicle Ownership Transfers.
6. Making Daily Truck movement report.

B) Worked in BAKHASHAB TRANSPORT & TRADING for 8.3 years as Branch Supervisor for 2 years in ARAMCO Riyadh Refinery.

Branch Supervisor 6.3 years for Saudi Chemical Project, Riyadh.

Duration: From 13-12-2015 15-03-2024 – 8.3 years.

Job Profile:

1. Handling All Saudi Chemical branches i.e. Riyadh, Jeddah, Arar & Summan.
2. Making Daily, monthly and yearly report.
3. Coordinating with Riyadh, Arar, Jeddah Police regarding consignments.
4. Making Loading Plans and distributing in all 4 plants on daily basis.
5. All drivers, staff & vehicles documents maintaining and renewal.
6. Handling Riyadh's workshop issues and requests.
7. Arranging mechanic team for breakdowns and emergency technical works.
8. Taking drivers meeting and maintaining Safety standards.
9. Shift Scheduling.

C) Worked in ALMARAI – PLANT GHURNATAH for 2.5 years as TRANSPORT SUPERVISOR in Al Kharj, Riyadh.

Job Profile:

1. Handling 350 Flatbed with siding trucks.
2. Issuing waybills and closing them on trucks returns.
3. Keeping trip records
4. Daily and monthly report submission.
5. Coordination with Workshop team for trucks servicing.
6. Making Shift Schedules.

Language Known : English, Hindi & Arabic.

Interests : Traveling & Watching movies.

Contact Numbers with preferred Timings: +919136964591 Any time.

Years of Experience: Total 14 years.

Place: Mumbai, India.

Date:

Thanking You,

Yours truly,

(ASSAD A G KHAN)