

CONTACT

Hassan Bilal Minhas

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PERSONAL DETAILS

- Date of Birth : 02/02/1991
- Marital Status : Married
- Passport : AM0749473
- Driving Licence : LV (Manual)

OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SUMMARY

- Having a qualification of Bachelors in Business Administration (BBA Honours), with the experience of Office Work for Clients satisfaction and Customer Services for more than 08 years.
Able to do Computer related office work.

EXPERIENCE

19/08/2023 -
Present

- **Chauffeur Driver**
Liwa Luxury Transport
 - Excellent driving record.
 - Ability to navigate different routes.
 - Proficiency in maintaining the vehicle.
 - Physical strength and fitness.
 - Time management.
 - Detail-oriented. Concentration.
 - Knowledge of traffic rules and regulations.

2016 - 2020

- **Customer Service in Emirates Driving Company**
Emirates Security Services
 - Maintain and Manage the team for Reception Desk and other Customer Services.
 - Prepared the Time sheets of the staff.
 - Provide the necessary documents and required forms for the services to the staff.
 - Make sure to provide a healthy and respectable environment to the customers and staff.

05/2015 - 11/2015

- **Team Leader**
PrimeHR
 - To Control the Operations team at the station in Metro

- Bus Project.
- To prepare the time sheets of staff and submitting to the HR department.
- Managed the e-ticketing process.
- Denomination of Cash and submission to Finance team.
- Resolve the Customers issues

01/2011 - 03/2013

- **Office Assistant**
Minhas Traders
 - Documentation.
 - Participate in different assignments, like: Assets Tagging and Physical Assets
 - checking and Quotations making.
 - Deals with the Clients.
 - Performed HR activities.
 - Bank Reconciliation.
 - Maintaining Petty cash.
 - Store management.

EDUCATION

2010-2014

- **Federal Urdu University of Arts, Science and Technology, Islamabad**
BBA (Hons)
2.6/4.00

2008-2010

- **FBISE, Islamabad**
Intermediate (FSc)
C

2006-2008

- **BISE, Rawalpindi**
Matriculation
A

SKILLS

- Computer Proficiency
- Communication
- Team Work

LANGUAGES

- English Arabic Urdu

CERTIFICATION

- Basic English Language - IELTS Academia
- Domestic Electrician - Punjab Board of Technical Education
PBTE/TSTP-5/2008/088566
- Basic Security Training - National Security Institute, Abu Dhabi, UAE
AD16-A47-23099
- HR Management Practices - Federal Urdu University, Islamabad Pakistan
- Small And Medium Enterprise - Federal Urdu University,

- Islamabad Pakistan
- Achieving Excellence in an Upside Down world - Federal Urdu University,
Islamabad Pakistan

ADDITIONAL INFORMATION

Light Vehicle License (manual)