

SHAHRYAR RAFIQUE

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PROFESSIONAL SUMMARY

Detail-oriented and skilled professional with experience in light vehicle driving, inventory management, and maintenance technician roles. Proven ability to ensure safety, maintain high standards of customer service, and manage inventory efficiently. Adept at handling administrative tasks, troubleshooting equipment, and leading teams to achieve operational excellence. Proficient in MS Office, ERP systems, and graphic design tools like Adobe Photoshop.

KEY SKILLS

1. Light Vehicle Driving & Safety Compliance
2. Inventory Management & Asset Control
3. Team Leadership & Maintenance Coordination
4. Customer Service & Client Relations
5. Data Entry & Record Keeping
6. MS Office, ERP Systems, Adobe Photoshop
7. Fluent in English and Urdu

PROFESSIONAL EXPERIENCE

Light Vehicle Driver

Nexus Point Passenger Transport LLC | Dubai, UAE

08/2024 – Present

1. Safely operate luxury vehicles to provide transportation services to clients in Dubai.
2. Adhere to traffic laws, regulations, and company policies to ensure passenger safety.
3. Maintain vehicle cleanliness and presentation, both inside and out.
4. Assist clients with luggage handling and ensure a comfortable travel experience.
5. Handle client inquiries, requests, and complaints professionally.
6. Keep accurate records of trips, mileage, and expenses.
7. Conduct regular vehicle inspections and promptly report any issues.

Inventory Manager

M/S Coastal Jade Technology Pvt. Ltd (Vivo Mobile Production Plant) | Pakistan

01/2021 – 09/2022

1. Managed fixed assets and ensured proper account management for department safety.
2. Oversaw storeroom operations, including inventory management of low-value products.
3. Coordinated the purchase and requisition of test machine accessories, stationery, and instruments.
4. Reported defective equipment and ensured safe stock levels of test equipment and accessories.
5. Maintained daily attendance records and updated department data regularly.
6. Handled administrative tasks and reported directly to the manager.

Maintenance Technician Team Leader

M/S Coastal Jade Technology Pvt. Ltd (Vivo Mobile Production Plant) | Pakistan

01/2021 – 09/2022

1. Conducted regular spot inspections of test stations to identify and mitigate potential risks.
2. Performed routine maintenance to improve equipment stability and lifespan.
3. Assisted engineers in reducing retest rates and resolving equipment abnormalities.
4. Collaborated with test engineers during line switching or model changes.
5. Ensured timely resolution of machine abnormalities within the warranty workshop.

EDUCATION

Diploma in Mechanical Engineering (DAE)

Government College of Technology, Samanabad, Faisalabad, Pakistan

07/2016 – 06/2019

Grade: 2486/3450

CERTIFICATIONS

1. Graphic Designing (12/2022 – 01/2023)
2. Adobe Photoshop 2020

LANGUAGES

1. Urdu (Fluent)

2. English (Fluent)

HOBBIES

- a. Snooker
- b. Cricket

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