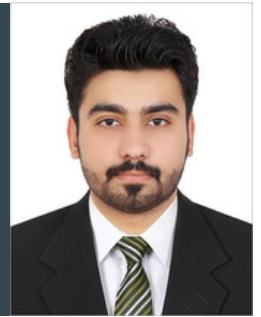


HASSAN RAZA

Abu Dhabi, United Arab Emirates

+971558513570 | hraz3858@gmail.com



CAREER SUMMARY

Highly organized and dependable professional with experience as an Assistant Document Controller and Driver. Skilled in managing and organizing documents, maintaining version control, and ensuring compliance with company policies and regulatory standards. Proficient in document management systems and dedicated to accuracy and confidentiality. Also experienced in safe and responsible driving, with a strong knowledge of routes, vehicle maintenance, and timely deliveries. A flexible team player with excellent communication and multitasking abilities, committed to supporting smooth office and operational workflows.

SKILLS

- Excellent Verbal and Written Communication Skills
- Strong Problem-Solving and Critical Thinking Abilities
- Team Player with a Collaborative Mindset
- Skilled in Microsoft Office Suite (Word, Excel, Outlook)
- Flexible and Adaptable in Various Work Environments
- Ability to Perform Physically Demanding Tasks
- Safe and Responsible Driving Practices
- Knowledge of Vehicle Maintenance and Basic Troubleshooting
- Familiar with Route Planning and Timely Deliveries
- Strong Attention to Detail and Organizational Skills

WORK HISTORY

DELIVERY DRIVER

2022 - Present

GRANDIOSE SUPERMARKET | ABU DHABI, UAE

- Deliver groceries and goods to customers safely, efficiently, and on time while maintaining excellent customer service
- Load, unload, and organize items for delivery, ensuring products are handled with care to avoid damage
- Verify orders, collect payments or customer signatures, and maintain accurate delivery records
- Conduct routine vehicle inspections and report maintenance needs to ensure safe driving conditions
- Assist with basic warehouse duties such as packing, sorting, and stock organization when required

ASSISTANT DOCUMENT CONTROLLER

2016 - 2019

EMIRATES FALCON ELECTROMECHANICAL COMPANY LLC | DUBAI, UAE

- Organize, manage, and maintain documents in both physical and electronic formats according to company standards
- Assist in tracking document revisions, approvals, and distribution to ensure version control and compliance
- Support teams by retrieving and submitting documents promptly to relevant departments or stakeholders
- Maintain confidentiality and security of sensitive documents and ensure proper filing systems
- Use document control software and Microsoft Office tools to update records, prepare reports, and support administrative tasks

CASHIER

2014 - 2016

STAR-CO BABY LAND & SUPER STORE - QILA DIDAR SINGH, PAKISTAN

- Process customer purchases efficiently using POS systems, handling cash, credit, and digital payments accurately
- Greet customers politely, respond to inquiries, and provide excellent customer service throughout the transaction
- Maintain a clean and organized checkout area, ensuring supplies and materials are well-stocked
- Issue receipts, refunds, and exchanges according to store policies and procedures
- Assist with pricing, labeling, and stocking merchandise on the sales floor when needed

EDUCATION

INFORMATION TECHNOLOGY - INTERMEDIATE

2012

GOVERNMENT DEGREE COLLEGE - QILA DIDAR SINGH, PAKISTAN