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 053 272 2475
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 Saudi Arabia

EDUCATION

- **F.A (Intermediate)**
- Pakistan

SKILLS

- Heavy Vehicle Driving
- Batch Plant Operations
- Computer Operations
- Data Entry (Beginner)
- Accounts Data Handling (Beginner)
- AutoCAD (Beginner)
- Office Documentation

LANGUAGES

- Urdu: Fluent
- Arabic: Beginner
- English: Intermediate

YASEEN WAQQAS

ACCOUNTS HANDLING, AND AUTOCAD

ABOUT ME

Dedicated Heavy Driver with 5+ years of experience in Saudi Arabia, including Batch Plant operations. Also experienced as a Computer Operator with beginner-level skills in Data Entry, Accounts handling, and AutoCAD drafting. Possesses strong safety awareness, basic Arabic communication skills, and the ability to adapt quickly to new systems and responsibilities.

EXPERIENCE

Heavy Driver / Batch Plant Operator

Location: Saudi Arabia

Duration: 5 Years

- Operated heavy vehicles in compliance with Saudi traffic laws and company safety standards.
- Managed Batch Plant operations, ensuring accurate material handling and smooth workflow.
- Conducted daily vehicle inspections to ensure roadworthiness and operational safety.
- Identified and reported mechanical issues to maintenance teams promptly.
- Maintained delivery schedules while ensuring safety and efficiency.
- Demonstrated strong awareness of workplace safety and hazard prevention.

Computer Operator

Location: Saudi Arabia

Duration: 6 Months

- Performed accurate data entry and maintained office records.
- Assisted in accounts-related data entry, including basic records and documentation.
- Handled office documentation, filing, and computer-based reporting.
- Used computer systems efficiently for daily administrative tasks.
- Created and modified basic AutoCAD drawings at beginner level.
- Supported office staff with clerical and technical assistance as required.