



# 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.

## 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