



Muhammad Sultan Khan

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📍 Block 302, Road 234, Building 1933, Floor 1, Flat 1, 323 Manama, Bahrain

Professional Summary

Customer-oriented professional with strong communication and organizational skills, seeking a Driver position. Experienced in safe vehicle operation, route planning, and providing excellent customer service. Adept at problem-solving and maintaining reliability in demanding environments, with more than 5 years of work experience in GCC.

Professional Experience

Driver

Aug 2022 - Present

Budget Car Rental Bahrain, Sanabis, Bahrain

- Safely transported clients and rental vehicles, completing over 50 trips daily with a 98
- Conducted pre- and post-trip vehicle inspections, identifying and reporting maintenance issues to ensure roadworthiness.
- Provided exceptional customer service, assisting passengers with luggage and addressing inquiries, achieving a 95
- Optimized routes using GPS systems, reducing fuel consumption by 10
- Maintained accurate logs of mileage, fuel usage, and incidents, ensuring compliance with company and traffic regulations.

Sales Agent

May 2019 - Aug 2022

Alwatani Towers, Manama, Bahrain

- Oversaw the sale and purchase of used cars, furniture, and electronics equipment, achieving monthly sales targets with a 90% success rate.
- Negotiated with clients to secure favorable deals, increasing profit margins by 15% through effective pricing strategies.
- Conducted market research to assess demand and set competitive prices for used vehicles and goods.
- Maintained detailed records of inventory and transactions, ensuring accurate documentation and compliance with company policies.
- Developed a strong interest in the transportation industry through extensive experience with vehicle sales and customer interactions.

Skills

Technical Skills

- Safe Vehicle Operation
- Route Planning & Navigation
- Vehicle Maintenance Inspection
- GPS and Telematics Systems

- Data Entry & Record Keeping
- IT Proficiency (MS Excel, MS Word)
- Safety and Traffic Regulations Knowledge
- Fuel Efficiency Management

Interpersonal Skills

- Customer Service Orientation
- Effective Communication
- Conflict Resolution
- Team Coordination
- Training & Mentoring
- Time Management
- Attention to Detail
- Adaptability

Education

Intermediate of Computer Science (EQF Level 4)

Apr 2011 - Jul 2013

Cadet College Rawalpindi, Chakari, Pakistan

Certifications

- GCC Driving License, General Directorate of Traffic, Bahrain

Additional Information

- Nationality: Pakistani
- Residence Permit: 970411456
- Work Permit: Bahraini
- Date of Birth: 07/04/1997
- Place of Birth: Attock, Pakistan
- Languages: Urdu (Native), Punjabi (Native), Hindi (Native), English (Highly Proficient), Arabic (Conversational)
- Available for flexible shifts, including weekends and holidays
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)

References

References may be provided upon request.