**Curriculum vitae**



**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:1562424**

E-mail: gulfjobseeker@gmail.com

**Objective:**

I want to apply" **Office Driver, Messenger**" position in an esteemed organization and wish to use all my constructive abilities and desirous to make my career by changing my quality of work as demand to achieve the desire result. I sincerely believe in maintaining a peaceful, friendly and respectable atmosphere at my place.

**Work Experience**

 8years Professional experience as a Taxi Driver in Dubai.

Worked as a Taxi Driver since 2009 to 2014 in Dubai Cars Taxi Service.

1year worked as Driver in China State Company in Dubai.

Currently working an Office Driver cum Messenger at Alba Insurance Corridor DMCC- JLT Dubai.

**Personal Strength**

Well known whole roads & locations in UAE.

Professional experience in driving field.

Self confident, Sincerity, Hard work, Punctuality.

Responsibility in duty.

Honest and dedicated person.

Good listener & willing to learn more

Ability to work under pressure within a tough time frame.

Excellent navigation and communication skills.

Proven ability to use GPS, route maps, Google maps & smart drive.

**Responsibility:**

Dealing with banks such as deposits & collect cheques, cash, transfer salary and receive statement as per requirements.

Receiving and delivering documents to the clients, delivering documents and picking up for the company.

Know to work in office to arrange the files & documents make copies and scan.

Responsible for servicing and maintaining fleet of cars.

Ensure cars registration renewal and insurance are in order all times.

Purchase regular office supplies and other requirements for the company.

Delivers and collect company mails, packages, presentation etc,

Collects post office mails of the company.

Report daily activities and progress to the office administrator according to daily activity.

Carry out any other duties as directed by Head of Admin or Officials.

Driving the Head of company such as Chairman, CEO. GM, MD, Executives and appointed staff.

Follow local and state driving rules, laws & regulations.

Perform vehicle maintenance and maintain the vehicle clean & safe.

 **Education**

Secondary School Certificate – (Metric)

**Personal Profile**

Date of Birth : 01/02/1984

Gender : Male

Marital Status : Married

Language : English, Urdu & Arabic (Write, Read & Speak)