**First Name of Application CV No 1643622**

Whatsapp Mobile: +971504753686



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### Job Application as a Office assistant cum light Vehicle Driver.

**Free to join immediately. I have 5 years experience of Logistic coordination, strong communication skills, PRO & office work as a follow up clerk**

**Personal details:**

D.O.B:………………………………18 April 1987  
Nationality:…………………………Pakistani

**UAE Driving License details:**

1. Manual driving license. Number 3

**UAE work experience:**  
• Five years work experience in Paradise movers LLC, Dubai, As a Follow-up the clerk.  
• Assets in logistics Operations and play the clerical role.  
• Auto & manual driving experience cars & pickup truck up to 3 ton.  
• Customer calling for set a survey time.  
• Visiting customer place for dealing.  
• Prepare quotations.  
• Strong communication skills.  
• Pleasant personality.  
• Arrange truck, workers, and packing materials as per requirement.  
• Supervise all moving operation.  
• Prepare all other documents.  
• Experience work under pursuer.  
• Amazing coordinating skills.  
• Self motivated.  
• Can work long hours up (12 hours).  
• Knowledge of all UAE roads especially Dubai

**Education:**  
• Intermediate in Commerce (Higher secondary school, Grade-12) 2006-2008

Board of intermediate and secondary education, Lahore, Pakistan

**Language Skills:**  
• English, Arabic, Urdu, Hindi, Punjabi

**Computer Skills:**  
• MS windows, MS Office, web browsing, Email, report writing