# CURRICULUM VITAE

# 

# SHEREEF

Profession

**PROFESSIONAL DRIVER**

Objective

To work in a professional and challenging environment where I can enhance my

Skills and thereby contribute to the growth and credibility of the company.

Strength

* Excellent communication, interpersonal skills & flexible
* Able to drive all Light vehicles, cars, pick up and tractor.
* Well experienced hospitality and customer service
* Holder of UAE Valid Driving License ,(LIGHT VEHICLE)10 YEARS.
* Clean driving record. Since 10 years.
* Good knowledge of Fleet service,GPS,and supervising.

Professional Experience

* **SEL LIMOUSINE L.L.C. DUBAI ,UAE.**

**.(Transportatoin supervisor cum Driver)2013 to 2015**

Duties & Responsibilities

* **Manage companies clients for arranging vehicles as per schedule.**
* **Worked as hotel and office driver**
* **Deliver and collections company documents.**
* **Monitoring and coordinating drivers, GPS system.**
* **Worked as fleet supervisor( ckeck vehicles condition, registration ,etc..**
* **Elite valet company dubai. UAE.(2011 to 2013)**

**Driver cum Supervisor.**

Duties & Responsibilities

* **Parking and retrieve the vehicles in limited hotel speed.**
* **Arranging vehicles for guest and staff transportations.**
* **Monitoring hotels lobby and Cordinating with my drivers.**
* **Deliver and colletions company documents.**
* **Airport pick up and drop off reserved hotels guest.**
* **Arion Real Estate Company, Dubai, UAE**

**Office Driver(2008 to2011)**

Duties & Responsibilities

* **Delivery documents different offices and clients,visit banks,post office,check collection.**
* **Airport pick up and drop off company clients, following flexible timing.**
* **Screen telephone calls, inquiries and requests, and handle them when appropriate**
* **Organize and arranging for viewing different,real estate projects .**.

* **AL Haj fruits and vegittables ,L.L.C. 2006to2008**

**Duties & Responsibilities**

* Sales and deliver products to customers.(supermarkets,colleges,shop)
* Visit clients,and collects bills and payments.

Educational Qualification

* **Bachelor Degree –University Of Calicut, Kerala, India.**

**(Specialised in Economics.**

Computer Knowledge

* Microsoft Windows and XP
* Microsoft Office ( Word, Excel, PowerPoint, Access)
* Good knowledge in Internet Operations (Mailing, Browsing etc.)
* Tally and basic financial accounting

Languages Known

**English,Arabic(basic) Hindi,urdu, Malayalam,& Tamil.**

Personal Details

Name : **Shereef**

Sex : Male

Religion : muslim.

## Date of Birth : 30-03-1985

Nationality : Indian

Marital Status : Married

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