**RESUME**

**WAQAS KHALID**

#

# CAREER OBJECTIVE:

# Currently seeking a job in an esteemed organization where my driving skills and knowledge can grow. I am a reliable, safety-oriented driver with 7 years’ hands-on experience in light and heavy vehicle driving. Committed to ensure the safety of passengers, merchandise and vehicle. Able to respond quickly in emergency situations.

# AREAS OF EXPERTISE

# Skilled in driving various types of vehicles

# Excellent customer service and hospitality skills

# Highly skilled and experienced in driving a car on all types of roads

# Strict follower of all the traffic rules

# Ability to deliver the goods or the equipment on time

# Familiarity with all the roads in the state

# Ability to work long hours, including weekends and holidays

# Ability to work in all types of weather

# Strong client service and public interaction skills

# Excellent analytical and problem solving skills

# Strong ability to plan and schedule

# Good knowledge of motor vehicle safety precautions

# CAREER HISTORY

7 years’ hands-on experience in light and heavy vehicle driving.

**RAWALPINDI (JAN 2009- PRESENT)**

## Duties

* Picked up clients and transported them safely and timely to their destination
* Provided journey and city information to clients
* Maintained and cleaned vehicle before and after trip
* Handled automobile maintenance tasks
* Managed log book
* Repair the vehicle whenever any minor problem arises
* Behave properly and in a well manner with all passengers

**DEFENCE SCIENCE & TECHNOLOGY ORGANIZATION,**

**RAWALPINDI (JULY 2014- SEPTEMBER 2014)**

## Duties

* Transport office staff from one place to another on assigned routes
* Transport cargo to different places safely
* Completed trip sheets and daily paperwork

# OTHER PROFESSIONAL EXPERIENCE

**AIR CONDITIONER TECHNICIAN (2007- 2009)**

## Cool & Cool (RAWALPINDI)

Responsible for interacting and communicating with customers on phone or in person to determine and meet their purchasing requirements.

## Duties

## Complete Windows or Split AC installation

## AC Servicing

## Maintenance and complaint handling

* Examined issues and provided satisfactory solutions to the customer
* Provided emergency repair and maintenance services to clients

# ACADEMIC QUALIFICATIONS

Matric (2009)

**(Federal Model School Rawalpindi)**

**Job Seeker First Name / CV No: 1800864**

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