**CURRICULAM VITAE**

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**ALI**

**E-mail:** **ali.336930@2freemail.com**

**Dubai, U A E**

**POST APPLIED FOR: PRO CUM DRIVER**

**OBJECTIVE**

To work in a responsible and challenging position of a professional organization where I can utilize my professional skills,knowledge, and entire personality for the organization and implement better ways and means to achieve the organizational goals and objectives

**PERSONAL DETAILS**

Name : ALI

Nationality : India

Sex : Male

Date of Birth : 11/04/1991

Marital Status : Single

Visa Status : Visit Visa

**PASSPORT DETAILS**

 Place of Issue : Kozhikode

 Issue Date : 04/02/2009

 Expiry Date : 03/02/2019

**DRIVING DETAILS**

**Holding a Valid UAE Driving License**

**WORK EXPERIENCE**

* **Worked as a Driver cum Typist (Arabic & English) with Support Business Center in Dubai UAE for 2 years.**
* **Worked as a Driver cum Messenger with Majid Business Center in Kuwait for 2 years.**

**STRENGTHS**

* Dedicated personal officer who is able to network with all the top prospects within any given industry.
* Adept at developing effective government and private management methods, working with company management to maintain proper staffing levels.
* Extensive knowledge in UAE labour department process, Immigration process, Land department process, and Dubai Economic department process.
* Advance knowledge in UAE banking systems.
* Proficient in the use of Microsoft windows systems and the internet.
* Organizing different fields of work in a timely manner.
* Maintains, update and safekeeping of documents/ filing systems.
* Assist human resouresesFinace, and operation team
* Delivering all types of letters, Documents, bank transaction documents and government-related documents as per instructed by company administration.
* Receives all incoming documents , letters , faxes and stamps according to the office procedures.

**LANGUAGE PROFEICENY**

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| --- | --- | --- | --- | --- |
| ENGLISH | SPEAK | EXCELLENT | READ & WRITE | GOOD UNDERSTANDING |
| ARABIC | SPEAK | GOOD | READ & WRITE | GOOD UNDERSTANDING |
| HINDI | SPEAK | EXCELLENT | READ & WRITE | GOOD UNDERSTANDING |
| MALAYALAM | SPEAK | EXCELLENT | READ & WRITE | GOOD UNDERSTANDING |

**EDUCATIONAL QUALIFICATION**

* **Higher Secondary**

**OTHER SKILLS**

* **Typing Arabic & English**

**DECLARATION**

In the view of the above particulars please consider this application and give me an opportunity in your esteemed organization. If given a chance that I would carry out my duties to your entire satisfaction.

iew of the above particulars please

**ALI**