**Sajjad.366212@2freemail.com**

 **COVER LETTER**

**SUBJECT: APPLYING FOR THE POSITION OF DRIVER**

Dear Sir,

Enclosed please find my resume emphasizing my skills and qualification, through which I would like to take an opportunity apply for a suitable post in your esteem organization.

I possess excellent communication skills in English, Arabic and Hindi. I am a team player with exceptional interpersonal and leadership ability with which I can achieve the organizational objective.

Given an opportunity to work in your esteemed organization, I assure you of my sincere and dedicated service, integrity and hard work at all time.

Looking towards a favorable response

I will be thankful for your kind consideration.

Yours faithfully,

**Sajjad**

**PERSONAL SUMMARY**

An enthusiastic, bright and capable delivery driver who is experienced enough to be able to drive for up to 8 hours a day collecting and delivering parcels and stock. A quick learner who can absorb new ideas, communicate clearly and who also possesses a good team spirit and is deadline orientated. Having a proven ability to use automatic routing or location software and to provide an efficient and prompt Delivery service. Currently looking for a suitable delivery driver position that offers variety and the opportunity to develop both personally and professionally

**WORK EXPERIENCE**

**LAHMEYER INTERNATIONAL GMBH (ABU DHABI)**

**DRIVER CUM MESSENGER** **2006 - Present**

 Working as part of a wider store team, driving vehicles to transport stock & merchandise to & from the warehouse to specified customer destinations. Also responsible for scheduling delivery times & presenting bills & collecting payments.

**Duties:**

Managed communication with all debtors through telephone

Maintained record of all activities and assisted in litigation process Strong experience in collection of debt for high volume business Sound knowledge of leasing and financial process

Profound of knowledge of fair debt collection practices act

Exceptional ability to achieve all monthly and quarterly objectives Remarkable ability to maintain confidentiality of information

Excellent oral and written communication

Outstanding skills to schedule activities within timeframe

Proficient with commonly used collection practices and procedures

Making deliveries to our business premises and also customer's homes. Driving vehicles on scheduled routes to pick up and then deliver stock.

Completing the correct documentation when booking goods in & out for delivery. Maintaining the delivery vehicles cleanliness both inside and out.

Verifying the contents for delivery against delivery papers.

Assisting to identify new leads and generate new business opportunities. Driving in in heavy traffic and unsociable hours.

Report delays, accidents, or other traffic situations to managers. Delivering a friendly and professional service to customers.

Manually lifting & carrying stock to from the vehicle to customer's premises. Driving safely whilst obeying all traffic laws and regulations.

Having a positive attitude and a desire and willingness to learn. Obtaining customer signatures on delivery paperwork.

Providing help and advice to customers and colleagues.

Responsible for the accuracy and safety of all loads carried.

Reporting any mechanical problems of deficiencies with the van.

Completing vehicle inspection including: gas, oil, water, tires and lights.

Communicating effectively with customers to build strong working relationships.

**AL RAWDHA GENERAL CONTRACTING COMPANY and ABU MOHAMMED GHANI GENERAL CONTRACTING COMPANY 1999 - 2006**

Reported to the HR Manager.

* Handling all works related to Immigration.
* Obtain and renew all visas, Work Permits, Residence, Civil Ids, Driving Licenses for the employees and their families
* Follow up on residency renewals.
* Coordinate to obtain foreign VISAS for employees traveling on business trips.
* Submit business visa applications to various embassies based in Abu Dhabi.
* Assist in the arrangement of personal visit visas for employees.
* Check for any updates on local laws and ensure compliance with the same.
* Reporting to the HR Manager.
* Handling all works related to Immigration.
* Obtain and renew all visas, Work Permits, Residence, Civil Ids, Driving Licenses for the employees and their families
* Follow up on residency renewals.
* Coordinate to obtain foreign VISAS for employees traveling on business trips.
* Submit business visa applications to various embassies based in Abu Dhabi.
* Assist in the arrangement of personal visit visas for employees.
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| **QUALIFICATION** |  |
| Higher Secondary Education | 1999 |
| Pakistan Islamia Higher Secondary School, Al Ain.UAE |  |

**SKILLS**

* Excellent command over English ,Arabic , Urdu and pashto languages.
* Commitment towards assigned work
* Ability to work under pressure and handle multiple tasks
* Fast learner & quickly utilize new methods
* Highly motivated
* Good Team Player
* Good Interpersonal & Communication skills

**COMPUTER PROFICIENCY**

Well versed with MS Office