**Curriculum vitae**

Lok

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**Career Objective**

**A better position in driving field in a progressive company where I can improve my professional background.**

## Profile

## A highly motivated, result oriented person with 10years, experience in driving and sales driven by an ambition to succeed in a fast environment and effective organizer with excellent leadership, interpersonal communication skill, and a willing team player having capacity to work under pressure, I am looking to be a team member in growth oriented company.

**Professional Work Experience**

 **From 2012 present working**

* **Training as a activity guide.**
* **Training as a traffic coordinator transportation supervisor.**
* **Arrival and departure lists and recording.**
* **Arranging and recording Group and day visit transportation.**
* **Communication channel and contact list.**
* **Additional transport management: clinic, mosque, night duty staff etc.**
* **Arrival and departure centre quality check ordering and stocking of guest drinking water.**
* **Boat and Bus operations and logistics.**
* **Pre Transport planning and arrangement .**
* **Special boat and extra Boat Transfer procedures, arrangement and recording.**
* **Flight manifest, Transport arrangement and statiscal recording.**
* **Meeting and greeting point .**
* **Statistics and gathering of relevant information .**
* **Customer service and guest satisfaction during arrival and departure Gathering guest feedback.**
* **Keep the record of fuel in the system.**
* **Driver allocate in duty time.**
* **Responsible for getting the right products in the right quantities, to the right locations all at the right time.**
* **Making sure that all transport fleet vehicles are properly maintained and serviced.**
* **Maintaining accurate administrative records.**
* **In charge of the day to day operations of the transport department.**
* **Make a driver duty roaster.**
* **Ensure all driver follow applicable standards and safety procedure applicable to the position including and not limited to: Grooming standards, Telephone service, luggage service, arrival and departure and Guest service.**
* **At present working in Anantara Hotel Desert Island resort & Spa at Abu Dhabi as a front office driver guest pick up and drop .**

**Award & Recognition:**

* **Employee of the Month: 29th October, 2014 Desert Island Resort & Spa by Anantara.**
* **From Dec 2008 to 2012 in TDIC at Abu Dhabi as a Heavy bus driver, Heavy vehicle, & Light driver**
* **Loaded and unloaded heavy goods and kept a log of daily trips indicating expenses, driving distances, and delivery locations**
* **Performed the work of testing, repairing, and maintaining mechanical equipment**

**Malaysia / Nepal / Saudi Arabia**

* **From April 2004 to Oct 2006 worked as a production controller in Malaysia.**
* **From Feb 2003 to March 2004 worked as a sales executive in Nepal.**
* **From Jan 2000 to June 2002 worked as a driver in Saudi Arabia.**

## Duties;& Responsibilities

## ****Opened doors with a smile and assisted guests with their belongings****.

* **Maintained the greatest level of limited comfort and stability.**
* **Carried, loaded and unloaded bags.**
* **Maintained clean outside and inside of the vehicle.**
* **Liaises with guest service team member /villa hosts regarding guest’ pick & drop off by buggies and ensure all requests are actioned promptly and efficiently.**
* **Responsible for tagging and cleaning luggage on arrival, as well as on departure.**
* **Responsible for transportation of guest within the resort.**
* **Provided the greatest level of customer assistance to all group and guests.**
* **Maintained conversation with tourists according to their needs.**
* **Parked vehicle in a particular position when not in use.**
* **Assist guest in securing wheelchairs and providing other mobility services.**
* **Checking a buses water, gas oil, and mechanical condition before driving.**

**Academic Qualification:**

**12th grade certificate of board of education India**

**Computer Skills**

**MS Windows 95 to XP, Photoshop, Internet**

**Proficiency in Languages:**

**Very good communication skills (Spoken and Written) in English, Hindi, Nepali**

**Personal Details:**

**Date of Birth ===🡺 19th July1979**

**Sex ===🡺 Male**

**Marital ===🡺 Married**

**Nationality ===🡺 Nepal**

**Driving License ===🡺 Holding valid UAE Driving License**

**Visa Status ===🡺 Transferable Employment Visa**

**Driving License Detail:**

**Type of vehicle ===🡺 Light vehicle, light bus, Heavy Bus & Heavy**

 **Vehicle.**

**Date of Issue ===🡺 16, Feb: 2010**

**Date of Expiry ===🡺 15, Feb: 2020**

**Place of Issue ===🡺 Abu Dhabi, United Arab Emirates**

**References: Will be furnished upon request.**