Curriculum Vitae

**Pratheesh**



Professional Experience;**08 yrs.**

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| --- | --- |
| **Personal details** |  |
| Date of Birth | : 08/04/1982 |
| Nationality | : Indian |
| Religion | : Hindu |
| Sex | : Male |
| Marital status | : Married |

**Languages Known**

English, Hindi, Malayalam

**Dubai**

**UAE**

E **–** **Mail:-**

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**Description of my job**

A hotel driver is the individual who is employed by hotels or similar organizations to serve as a driver for the guests/ customers of the hotel. Such drivers have a number of responsibilities towards the hotel authorities and thus towards the guests at the hotel. Though these responsibilities are mostly common such as taking the guests from one place to another etc., a few may vary as per the policies of the respective hotel.

**Educational Qualifications**

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| **** | **** Diploma in IATA/UFTAA FOUNDATION & EBT**** | |  |
| **** | COURSE, Montreal, Canada, March 2006.**** | |  |
|  |  |  |
| **** | **** MS OFFICE, Centre Tech, Attingal, Kerala. 2006.**** | |  |
| **** | **** Travel & Tourism Management, Kerala University, April 2005.**** | |  |
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| **PASSPORT DETAILS** | |  |  |
| PLACE OF ISSUE | | : DUBAI |  |
| DATE OF ISSUE | | : 26/03/2012 |  |
| DATE OF EXPIRY | | : 25/03/2022 |  |
| **DRIVING LICENSE DETAILS** | | |  |
| PLACE OFISSUE | | : DUBAI (U.A.E) |  |
| LICENCE | | : ( LMV & LIGHT BUS ) |  |
| DATE OF ISSUE | | : 07/06/2011 |  |
| DATE OF EXPIRY | | : 07/06/2021 |  |

**Current Job Details**

Organization: **PJ Tours & Travels**

**Transport Coordinator**

Location: Thiruvananthapuram, India

From: 27th May 2014 to 02nd Oct 2017

**Previous Job Details**

Organization: **Jumeirah Group Dubai**

**Front office Driver**

Location: **Dubai, U.A.E**

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From: 28th **Sep 2008 to12 May 2014.**

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**Responsibilities and Duties**

* It is the responsibility of the vehicle driver to keep the respective vehicle clean and tidy.****

****

* **** It is the responsibility of the vehicle driver to ensure that the vehicle is in best working****

condition, he must maintain the car properly and also take it to a repair shop/ garage whenever it needs some repairs done.****

****

* **** It is the responsibility of the vehicle driver to adhere to all the Traffic rules and****

regulations stipulated by the state traffic/ road authorities, thus ensuring safety of the drivers and the passengers.****

****

* It is the responsibility of the vehicle driver to take the most time and cost efficient route to the respective destination, so as to the benefit of the passenger.****

****

* It is the responsibility of the vehicle driver to ensure that all the car documents such as the registration card, the pollution, the insurance etc are in place.****

****

* It is the responsibility of the vehicle driver to see to it that a document is renewed on the expiry of the respective document.****

****

* **** It is the responsibility of a hotel driver to keep a record of all the incidents while driving for****

example any accidents or tickets. He is also responsible to report to his/ her superior regarding all such incidents.****

****

* It is the responsibility of a hotel driver to ensure safe and easy travel for the customers/ guests to their destinations or to the hotel.****

****

* It is the responsibility of a hotel driver to assist the guests in any travel or destination regarding issues by applying his/ her knowledge of the local area.****

****

* It is the responsibility of a hotel driver to file the record of the timings for which the vehicle was used and the purpose to his/ her superior.****

Declaration

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

Pratheesh.

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