

**Curriculum Vitae**

**ATIF**

**Dubai, U.A.E**

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**Address: Al Satwa Dubai-UAE**

aPPLICATION FOR THE POST OF:driver

**objective**

Seeking for substantial responsibility where my past and varied experience would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer which will gain me a career advancement opportunity.

**Highlights**

* Punctual and reliable Time management skills
* Courteous and polite demeanor Over the road experience
* Dependable and reliable Responsible driver
* Excellent sense of direction Defensive driver training
* Comfortable with overnight runs Local routes understanding

**work experience**

* Working as a Home Delivery Driver at BBQ Box Restaurant Dubai, UAE , from March 2018 To Till Date.
* Worked as a Driver at Enova Facilities Management Services LLC Dubai, from 2016 to Dec 2017.
* Worked as a Driver at Bloom Properties Abu Dhabi from May 2013 to Sep 2015.
* Worked as a HAVC Technician at Geco Mechanical & Electrical LTD Dubai from Jun 2008 to Apr 2012

**Duties & Responsibilities**

* Completed a daily pre-trip inspection checklist before first delivery of the day.
* Selected the most efficient routes in compliance with delivery instructions and fuel policy.
* Changed tires and installed light bulbs, fuses and tire chains.
* Presented customers with bills and receipts and collected payments for goods delivered.
* Checked vehicle's fluid levels and tire pressure and scheduled any required repairs.
* Established long-term customer relationships through prompt and courteous service.
* Resolved customer complaints and adjusted orders.
* Operated motor vehicles in a safe and efficient manner.
* Processed payments by accepting cash, checks and credit card payments.
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* Verified loads against shipping papers.
* Met and surpassed productivity targets and quality standards.
* Notified branch management of any vehicle safety concerns and issues.
* Obtained signatures needed to complete and process all paperwork in a timely manner.
* Answered customer questions regarding shipments.
* Handled merchandise in accordance with product handling standards.
* Verified sales orders before loading and unloading merchandise.
* Reported any errors found on delivery documents to supervisor.
* Evaluated customer needs and determined appropriate action, referring their questions to management when necessary.
* Inspected and maintained gas, oil and water levels as well as tires, lights and brakes.

**key skills**

* Well Experience above mentioned field
* Self Confident sincerity Hard Work and Punctuality
* Honest and dedicated Person
* Good Learning & Listening Abilities
* Committed to providing excellent quality service.
* Learn quickly, and able to work under pressure

**EDUCATIONAL QUALIFICATION**

* Matriculation from Pakistan
* Diploma in AC Technician

***passport details***

Date of issue : 15-02-2013

Date of expiry : 14-02-2023

Place of issue : Pakistan

**Personal Details**

Date of Birth : 11-11-1983

Nationality : Pakistani

Religion : Islam

Gender : Male

Marital Status : Single

Language Known : English, Urdu

Visa Status : Employment

**Driving License Details**

License Type : Light Vehicle (manual)

Date of Issue : 10-04-2013

Date of Expiry : 10-04-2023

Place of Issue : Dubai, UAE

**Character References**

* Available Upon Request

**declaration**

* I certify that all the details provided above are all correct according to my knowledge and belief.