## CURRICULUM VITAE

OFFICE DRIVER

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| **1222** |

**Rias**

Email: [rias.388056@2freemail.com](mailto:rias.388056@2freemail.com)

# **Career objective**

Seeking a position in a reputed organization where I can provide safe and reliable transportation services and assist in the public relation activities.

**Work Experience**

**KYE International General Trading L.L.C (2011 to Present)**

**Designation: Messenger & Driver**

**Network Cleaning & Security Services, Dubai, U.A.E (2008 to 2011)**

**Designation: Supervisor**

# **Skills**

* Dedicated and dependable driver with excellent track record of working for the senior professionals.
* Well knowledge about all U.A.E locations Road network.
* Collecting BL from shipping line office for export shipments.
* Experienced in Bank Transaction like Cheque and Cash Deposits and Withdrawals.
* Good communication & Interpersonal skills.
* Experienced in the delivery of technical submissions and payments with the Authorities like RTA, DEWA etc.
* Quick learner, Self motivated and confident individual.
* **Receiving Guests and VIPs.**
* Punctual at work and flexible to work long shifts.

**Educational Qualification**

Bachelor of Business Administration from the Annai College of Arts and Science affiliated to Bharathidasan University Trichy from the Period May 2005.

# **Computer Skills**

* Operating Systems : Windows XP, Windows 7, Windows 10
* Office tools : Microsoft Office , Outlook , Internet & E-mails

# **Personal Data**

Name : RIAS

Date of birth : 16.06.1984

Gender : Male

Marital status : Married

Nationality : Indian

Proficiency in Languages : English, Hindi, Tamil, Malayalam

# **License Details**

Country : U.A.E

Class of Vehicle : Light Motor Vehicle (Auto)

Date of Issue : 28-07-2016

Date of Expiry : 28-07-2026