**TUAN**



Email: tuan.388201@2freemail.com



**SUMMARY:**

Dedicated and dependable car driver with excellent record of customer satisfaction. Stickler for punctuality and safety. Established history of completing driving jobs through various kinds of territory at various lengths. Can drive both standard and automatic vehicles.

**CORE QUALIFICATIONS:**

* Safe driver with comprehensive knowledge of all state driving laws.
* Exceptional customer service skills pleasant personality.
* Strong interpersonal and client service skills
* Thorough knowledge of automobile and equipment safety
* Ability to work long shifts up to sixteen hours
* High flexibility in scheduling including nights weekends and holidays
* Excellent driving ability even in poor weather conditions
* Good availability for assignments on short notice
* Good problem-solving and analytical skills

**WORK EXPERIENCE**

**Ceylon Government Railway- Colombo, Sri Lanka : Driver to the HR manager**

**2011 – present**

* Arranged to pick up the HR manager and other company executives and always arrived on time
* Operated vehicles safely and effectively
* Upheld all safety precautions and regulations
* Performed daily maintenance and safety checks
* Carry out errands for company executives, such as collection of documents and clients
* Cleaned the interior and exterior of the cab in order to provide the best impression to passengers

**Home Centre – Dubai, UAE : Delivery driver**

**January 2006 – 2011**

* Transport cargo to different places
* Ensure appropriate and timely maintenance of vehicles
* Performed vehicle inspection to preventive maintenance
* Make minor repairs if necessary, or reported all maintenance and other problems to management
* Provided customer service to individuals at each location
* Support loaders in loading and unloading of furniture and heavy merchandise
* Maintained clean exteriors and interiors of rental vehicles
* Assisted customers with payment/ paperwork in an accurate, neat and efficient manner

**Ceylon Tobacco Company-Colombo, Sri Lanka: Company Driver**

**2004-2006**

* Drove executives and clients of the company in a timely and efficient manner
* Adhered to all safety regulations and precautions
* Conducted daily safety and maintenance checks

**EDUCATION**

O Levels passed in Sri Lanka

**PERSONAL DETAILS**

* Gender: Male
* Marital status: Married
* Languages: English, Hindi, Tamil, Arabic and Sinhala

**REFERENCES**

Available