SHAFIULLAH

Shafiullah-392958@2freemail.com

Dubai, UAE

OBJECTIVES

To excel in career oriented position in a profession progressive organization where by mutual growth and prosperity is under lined execution of duties to the best of my abilities and establishing a position of trust, prosperity and confidence with the company.

SKILLS AND ABILITY

To enjoy technical Work

lo be physically fit

Good hand eye co ordination

To be able to work independently or as part of a team Practical ability

EDUCATIONAL ATTAINMENT

HIGHER SECONDARY SCHOOL MATRIC

WORK EXPERIANCE

worked as a 2 year experience DRIVING OIL FIEL LLC in UAE
worked as a 4 year experience DRIVING Nuclear Power Plant in UAE

DRIVING RESPONSIBILITY

Maintaining good relation with Clients, attending their queries and satisfying their needs. Coordinating with admin activities, maintaining stationery stocks, housekeeping and monitoring material consumption.

* Fixing up appointments, co-ordination with visitors.
* Resolve Administrative problems and inquiries.
* Research, price, and purchase of office furniture and supplies.
* In depth knowledge of routes, locations and addresses in and around cities
* Arranging gate passes from Ports.
* Able to perform minor repairs of all kinds of vehicles
* Demonstrated ability to keep the vehicle clean

Duties and Responsibilities

* Highly organized
* Efficient versatile and progressive
* Work hard and excel in any environment
* Dedicated and committed
* Willing to deal take on challenging rules and though assignment Work to deadlines under pressurized work environment

Speak and write basic English

PERSONAL DETAILS

Date of Birth : 05/04/1983

Gender : Male

 Nationality : Pakistan

 Religion : Muslim

Marital Status : Married

 Language Known : English, Hindi & Urudu, Arabic, Pasthu