|  |
| --- |
|  |

**RESUME**

**ABDUL**

**Email:** **abdul-393383@2freemail.com**

**Applying for the Post of Driver**

**Career Objective:**

To be a dedicated and hardworking professional willing to be a part of a team which dynamically work towards the growth of the organization that gives me the scope to update my knowledge and skills in accordance with the latest technologies.

**Experience Profile**

**Nov 2007 – Nov 2013**

Organization: **in** Saudi Arabia (KSA)

Designation: **Lead Salesman (SDP Trainee Supervisor)**

**Jobs handling:**

* Welcomes customers by greeting them; assisting them.
* Directs customers by escorting them to racks and counters; suggesting items.
* Advises customers by providing information on products.
* Helps customer make selections by building customer confidence; offering suggestions and opinions.
* Documents sale by creating or updating customer profile records.
* Processes payments by totalling purchases; processing checks, cash, and store or other credit cards.
* Contributes to team effort by accomplishing related results as needed.
* Keeping in contact with existing customers in person and by phone
* Making appointments with and meeting new customers
* Agreeing sales, prices, contracts and payments
* Meeting sales targets, Giving feedback on sales trends
* Promoting new products and any special deals
* Advising customers about delivery schedules and after-sales service
* Recording orders and sending details to the sales office

Jan 2016 – Dec 2018

Organization: **in Abu Dhabi**

Designation: **Laboratory technician cum driver**

**Jobs Handling;**

* Collection of samples such as oil, water and waste water from various sites
* Meeting with clients and scheduling for sample collection.
* Arrangements of vehicles for sample collection.
* Preparations of sampling kits such as cool box, instruments box
* Calibration of instruments like PH meter conductivity meter and chlorine meter.
* Preparing the chain of custody log on daily basis
* Receiving of samples from clients which are delivering on daily to the lab.
* Helping the chemists, secretaries, or other administrative assistants in performing their duties.

**Educational Qualification**

* Higher Secondary Passed in 2001
* ITI, welder.

**Additional Qualification**

* **Dubai manual driving licence**
* **Saudi Arabia manual driving license,**
* **Typing skills, basic computer.**

**Personal Dossier**

Date of Birth : 23.12.1983

Nationality : Indian

Marital Status : Married

Languages Known : English, Arabic, Hindi, Tamil, Malayalam.

**Declaration**

I hereby declare that all the above information is correct to my knowledge,

References available upon request!

Abdul