**ABBAS**

Driver (Light Vehicle, Heavy Vehicle including **Kenworth**, Mini Bus, Heavy Bus,

Heavy Motor Machinery including **Shovel Operating**)

Email: abbas-393757@2freemail.com

* ***Objective***

Seeking a job as Driver in a reputed organization where I can utilize my acquired skills in an effective positive manner. Willing to work in any situation at given time with sincerity and honesty.

* ***ProfessionalExperience***
1. **Duration** 9-10-2011 toPresent

# Position Driver (Light and Heavy Vehicles)MajorResponsibilities:

I work as a driver for Khalifa University and supervise the functioning and maintenance of six (6) University vehicles. In addition I am responsible for

* Act as a focal point with Traffic & License Dept. and other government & private organizations regarding renewal of the registrations of all the vehicles & equipment with Traffic Department.
* Insurance of Universityvehicles;
* Intermittently checkup the vehicles and equipment and arrange for due Maintenance schedules for safe operation and to avoid any breakdown.
* Pick up and drop staff or visitors from the hotel to the university and accompany with tours throughout the UAE
* Addition I am fully knowledgeable about processes and businesses of the University with the offices within the city and other cities in the UAE.

## Government Relations Department

I handle most paperwork for new university employees and their families, moving from office to office to get all required documents in place in a timely fashion for

* Visaprocessing;
* Medicalexamination;
* Finger printing for EmiratesID;
* Drivinglicense;
* Official translation +attestations;
* Healthinsurance;
* Typing for immigrationoffice.

## Finance Department

I am frequently entrusted with the following responsibilities

* Cheque collection/deposit at various banks oroffices;
* Bank transfers related with Universitybusiness.

## Admin Assistant

I carry out various responsibilities related to

* Procurement;
* Licensing.

## Human Resources Department

I am frequently entrusted with

* Handling confidential files(trustworthy);
* Providing transportation to the VIP guests, New staff and Candidate Campus Visitors. This includes pick-and-drop to and from the Airport, Hotel, and UniversityCampus;
* I am always attentive and responsive, and often carry out duties in late hours and overthe weekends;

## Student Services

* I handle various duties related with University events, including Exhibitions etc. where Itransport personnel as well as goods such as books, materials anddocuments.

## President’s Office

* I often assist the President’s office with various tasks related to the University affairs,and frequently get praised by the President on carrying out the jobsefficiently.
1. Organization in Abu Dhabi Duration 2005-2011

[Position Driver](#_TOC_250000)

1. Organization in Hotel , Abu Dhabi Duration 2002-2005

Position Driver

1. Organization in Abu Dhabi

Duration 2000-2002

# Position Driver

* + Arabic, English, Hindi, Urdu,Malayalam
* ***LanguagesKnown***

|  |  |
| --- | --- |
| * ***PersonalData***
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| **Passport #** | *M1486532* | **Sex** | Male |
| **Date of Birth** | 09-09-1971 | **Nationality** | Indian |
| **Marital Status:** | Married | **Religion** | Muslim |

* ***Driving LicenseDetails***

**VehicleType** Light Car, Heavy Vehicle, Mini Bus, Heavy Bus, Heavy Motor Machinery

**Placeof issue** AbuDhabi

**Dateofissue** 22-07-2008

**Dateof expiry** 19-07-2023