

ASAD



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Dubai, UAE



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**SKILLS**

COMPUTER



LIGHT VEHICLE DRIVING



SALES AND MARKETING



EMAIL MARKETING



SOCIAL MEDIA



NEGOTIATION



**SOFT SKILLS**

Teamwork Creative



Organization Management



**WORK EXPERIENCE**

**Limousine Chauffeur**

*10/2018-10/2020* *Dubai, UAE*

Picked up clients in a timely and prompt fashion and drove them to important events and destinations such as weddings, meetings, celebrations, hotels and City tours.

**Limousine Chauffeur**

**Grand City Limousine LLC (Arabian Holding LTD)**

|  |  |
| --- | --- |
| *02/2017-07/2018* | *Dubai, UAE* |
| Provided customer service in every way possible, including picking up |
| customers at predetermined locations and predetermined time. |  |

**Office/ Admin Assistant**

**First Grade Technical Services LLC**

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| --- | --- |
| *03/2014-03/2017* | *Dubai, UAE* |
| Created summary reports for business expenses. |  |

Performed payroll and billing administration.

Managed and order supplies within the budget guidelines of the organization. Composed correspondence/reports for own or manager's signature. Conducted bookkeeping, purchasing, accounting, inventory control, and clerical/administrative functions.

Assisted with budget preparations; handled accounts; bank deposits maintained ledgers and prepared financial reports.

**EDUCATION ATTAINMENT**

*06/2011-06/2013*

Graduated in Pre-Engineering (F.SC) at The Quaid e Azam Collage Swabi, PK

**DRIVING LICENSE DETAILS**

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| --- | --- | --- |
| With valid UAE driving license | *2014-2026* |  |
| License Type: LTV | *Dubai, UAE* |  |
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**HOBBIES AND INTERESTS**



Travel Read Movies Music Photography

**LANGUAGES PROFICIENCY**

English Arabic Urdu

Marketing Communication

