**Resume**



**Fazrul**

**Email: -** [**fazrul.380413@2freemail.com**](fazrul.380413%402freemail.com)

**Mobile: Whatsapp +971504753686 / +919979971283**

**Post Applied For : - Office Assistant cum Light Driver**

**OBJECTIVE:-**

 Seeking a challenging position and to contribute my skills and knowledge of company’s success and to gain growth and stability.

**WORK EXPERIENCE:-**

* Worked as Light Driver in Saravana Travels in India from 2004 to 2007
* Worked as a Office Assistant cum Light Driver Ahmed Khouri Office and Home Furniture LLC at Dubai – UAE from 2008 to 2015
* Worked as a Sales Assistant in Lloyds steel Pipes & Fittings Trading LLC UAE From 2016 till now.

**DUTIES AND RESPONSIBILITIES**

I have known Office and driver Related which mentioned below

* Obtain signatures and payments, or arrange for recipients to make payments.
* Drive vehicle in order to reach destinations, to deliver messages or materials.
* Load vehicle with listed goods, ensuring goods are loaded correctly and taking precautions with the hazardous goods.
* Unload and sort items collected along delivery routes.
* Receive messages or materials to be delivered and information’s on recipients, such as names, address, telephone numbers and delivery instructions communicated via telephone.

* Plan and follow the most efficient routes for delivering the goods.
* Record information’s such as items received and delivered.
* Deliver messages and sort items to be delivered according to the delivery routes.
* Perform routine maintenance on delivery vehicles such as monitoring fluid levels and replenishing the fuel.
* Call by telephone in order to deliver verbal messages.
* Open, sort and distribute incoming mails.
* Collect seal and stamp outgoing mails. Using postage meters and envelope sealers.

**EDUCATIONAL QUALIFICATION:-**

* Higher Secondary School Leaving Certificate

**LANGUAGES KNOWN:-**

* English, Hindi, Arabic, Tamil and Malayalam.

**PERSONAL DETAILS:-**

 Date of Birth : 30-05-1985

 Nationality : Indian

 Sex : Male

 Marital status : Single

**LICENSE DETAILS:-**

* **Holding a valid Light vehicle driving license for UAE.**

**PASSPORT DETAILS:-**

 Place of issue : Dubai

 Date of issue : 30/06/2013

 Date of expire : 29/06/2023

**DECLARATION:-** I hereby declare that all the above information are true and correct to the best of my knowledge and belief and I am ready to carry out any tasks.