



**ABDUL MOHSIN**  
Professional Driver

📞 056-5896591

✉️ mohsinsn777@gmail.com

👤 Abdul Mohsin

👤 Male

📅 23-09-1994

📍 Al-Satwa, Dubai, UAE



## SUMMARY

Self-directed, resourceful and passionate administrative professional looking for position as a Driver with your esteemed organization.



## EDUCATION

**MATRIC SSC-PAKISTAN**

*Biology, Chemistry, Physics*



## WORK EXPERIENCE

**DU TELECOMMUNICATION-DUBAI UAE**

2022 - Now

*Driver with Customer Service*

Providing introductory information to new customers

Ensuring that customers are satisfied with products or services

Following up with clients or customers to check that they're still satisfied with any purchases

Letting customers or clients know about additional products or services

Collect payments and issue receipts

Assist clients with loading and unloading their luggage

Answer clients' questions about the area and local places of interest

Ensure the car seats are clean and comfortable for all riders

**MACDONALD'S- ABU DHABI UAE**

2018 - 2021

*Delivery Rider with Customer Service*

Delivery of Food and other products to customers.

Providing quality customer service at the door.

Dealing with customer concerns.

Driving safely at all times.

Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.

Accepting payments for delivered items.

Providing excellent customer service, answering questions, and handling complaints from clients.

Adhering to assigned routes and following time schedules.

Abiding by all transportation laws and maintaining a safe driving record.

**HAMIDIYA CLINIC- AJMAN UAE**

2015 - 2017

*Office Assistant*

Answer and direct phone calls.

Organize and schedule appointments.

Plan meetings and take detailed minutes.

Write and distribute email, correspondence memos, letters, faxes and forms Assist in the preparation of regularly scheduled reports.

Develop and maintain a filing system.

Update and maintain office policies and procedures Order office supplies and research new deals and suppliers. Maintain contact lists.



## PERSONAL CHARACTERISTICS

;

Having good knowledge driver job.  
Basic computer knowledge.  
Have a good knowledge of English.  
Strong ability to handle the work pressure.  
Very good management skills.  
Driven towards a highly professional environment.  
Honesty and integrity.  
Positive attitude towards job and colleagues.Ability to work under pressure and manage work independently



## SKILLS

Language	English, Urdu, Hindi, Arabic
Computer	Word, Excel, Powerpoint



## PERSONAL INFORMATION

Nationality: Pakistani  
Visa Status: Employment (Transferable)  
Passport number: AVO111441  
Issue Date: 26-01-2021  
Expiry Date: 25-01-2026



## DRIVING LICENSE DETAILS

License number: 3846704  
Issue Date: 26-07-2018  
Expiry Date: 26-07-2025  
Place of Issue: Dubai,UAE  
Vehicle permitted: Light Vehicle & Motorcycle



## REFERENCES

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Abdul Mohsin (Applicant)