

Abdul Waheed

Budaniq Area, Sharjah, UAE

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Visa Status: Cancelled

Professional Summary

Reliable and experienced driver with over 4 years of driving experience in the UAE, holding a valid UAE driving license. Skilled in safely transporting passengers and materials, maintaining vehicle conditions, and following UAE traffic regulations. Well-versed in route planning, time management, and ensuring passenger safety and comfort with a professional and punctual approach.

Soft Skills:

- Strong communication and interpersonal skills
- Professionalism and reliability
- Time management and punctuality
- Customer service and passenger care
- Ability to adapt to changing schedules and emergency situations
- Attention to detail and accuracy
- Problem-solving and quick decision-making
- Team coordination and collaboration

Technical Skills:

- Knowledge of UAE roads and traffic laws
- Route planning and navigation
- Vehicle maintenance and safety checks
- Document handling and delivery
- Record-keeping of mileage and maintenance
- Basic troubleshooting and vehicle operation
- GPS and navigation tool proficiency
- Emergency procedures and first aid

Work Experience

Driver Cum Customer Service Representative

SANED Facility Management LLC, Sharjah, UAE (April 2018 - January 2025)

Job Responsibilities

- Transported staff and materials safely across the UAE, ensuring compliance with traffic laws.
- Maintained vehicle cleanliness and performed routine safety checks.
- Planned efficient routes to minimize travel time and fuel consumption.
- Assisted passengers with boarding, ensuring comfort and safety.
- Delivered documents and materials promptly between offices and external locations.
- Responded to delays or emergencies, minimizing schedule disruptions.
- Kept accurate records of mileage, fuel usage, and maintenance.
- Coordinated with dispatch teams to adjust routes based on traffic.
- Followed all safety regulations, including emergency procedures and first aid.
- Provided professional and courteous service to passengers.

Key Achievements:

- Ensured timely transportation of staff and materials for smooth operations.
- Maintained vehicles through regular inspections, reducing breakdowns.
- Recognized for reliability and adaptability with urgent assignments and schedule changes.

Accountant Cum Admin Officer

American Lycetuff Junior & Upper School, Pakistan (Jan 2018 - Apr 2018)

- Provided administrative support and managed employee queries efficiently.
- Ensured accurate reporting and documentation using Microsoft Excel.
- Delivered consistent, reliable customer service, handling a high volume of inquiries.

Warehouse Supervisor

KIMS Silver Lake Foods, Pakistan (Sep 2016 - Dec 2017)

- Supervised shipping, receiving, and workplace safety during shifts.
- Maintained inventory control and documentation using warehouse management software.

Cash Accountant

Daily Akhbar Abbottabad, Pakistan (Jan 2012 - Feb 2014)

- Reconciled accounts, prepared financial documents, and managed daily cash functions.
- Ensured accuracy in payroll, budgeting, and banking reconciliations

Education

- Bachelor of Commerce – University of Sargodha, Pakistan (May 2016)
- Faculty of Science – BISE, Abbottabad, Pakistan (Mar 2012)
- Matriculation – BISE, Abbottabad, Pakistan (May 2010)

Certifications

- Understanding Debits and Credits (Oxford Home Study Center, Credential ID: LC58003)
- Proper Year-End Financial Closing (Udemy)
- Accounting Fundamentals (Corporate Finance Institute, Credential ID: 33325232)
- Fundamental of Credit (Corporate Finance Institute, Credential ID: 33399482)
- Reading Financial Statements (Corporate Finance Institute, Credential ID: 33343459)
- LTV Driving License (Ministry of Interior UAE, Credential ID: 749841, Valid until Mar 2028)
- Emergency First Aider plus Defib & CPR (Euro Gulf Safety Consultant, Credential ID: FA2049745)

Languages

- English: Upper Intermediate (B2)
- Urdu: Proficient (C2)
- Hindi: Intermediate (B1)

Software Proficiency

- MS Office Suite (Excel, Word): Advanced
- Accounting Software (Peachtree, Tally): Proficient
- ERP, CRM, and Database Management Systems
- Social Media and Collaboration Tools (Hootsuite, Slack, MS Teams)