



ABU BAKAR KHALID

PROFESSIONAL DRIVER | RECEPTIONIST

CONTACT

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- Muhallah Mustafabad Lalian

SKILLS

- Customer Service
- Project Management
- Map Reading
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Adaptability

LANGUAGES

- Urdu (Fluent)
- Punjabi (Fluent)
- English (Intermediate)

HOBBIES

- Driving & Road Trips
- Reading
- Photography of Vehicles & Landscapes



PROFILE

Versatile and dependable professional with over 3 years of experience across customer service, administrative support, vehicle operation, and security functions. Proficient in managing front desk operations, data entry, secure transportation, and maintaining a safe environment. I pride myself on being dependable, adaptable, and always willing to give my best to any job I take on.



WORK EXPERIENCE

- Uber - inDrive** 2023 - PRESENT
Car Driver
 - Ensured the safety of passengers and adhered to traffic laws and regulations, demonstrating responsibility and focus.
 - Adapted to varying passenger requests, schedules, and shifting work hours based on demand.
 - Handled unexpected situations (traffic, delays, or customer concerns) with calm and effective solutions
- Advance Tech Company** 2021 - 2023
Receptionist
 - Developed strong communication and interpersonal skills while assisting clients and visitors professionally and efficiently.
 - Gained experience in managing front desk operations, scheduling appointments, and handling correspondence
- Telenor Franchise** 2019 - 2020
Key Punch Operator
 - Developed speed and precision in inputting large volumes of customer and operational data.
 - Gained experience with digital systems for data storage, retrieval, and reporting



EDUCATION

- Faculty of Scinece (Fsc) in Medical** 2017 - 2019
Taleem-ul-Islam Colege Chenab Nagar
- Matriculation** 2015 - 2017
Govt. Higher Secondary School Lalian