

RAHIT AHMAD

- Dubai, Satwa
- ♦ +971581721966
- ♦ rahitahmad@gmail.com

RE: Driver

Dear Director of Human Resources,

Please accept this letter as an expression of my interest in the Driver position. I am a highly motivated and progress-focused Driver Sales Representative with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to [Target Company].

My attached resume shows the highlights from my years of professional experience.

Throughout the course of my career, I have perfected my [Skill 1] and [Skill 2] abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed collaboration, communication, and [Skill 3] toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong decision-making talents. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

I have been out of the field for a time due to some unexpected medical issues. Everything has been taken care of and I am ready to get back into the workforce. I would be open to elaborate more if you have further questions!

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Rahit Ahmad



RAHIT AHMAD

JOB INTENTION:
DRIVER / CUSTOMER SERVICES

About me

- Age :32
- Gender: Male
- Marital status: Married
- Languages: English, Hindi, Marathi, Urdu.
- Contact No.:
+971581721966
- Email address:
rahitahmad@gmail.com
- Nationality: Indian
- Passport No.: U0697328
- Place of issue: Dubai
- Date of issue:10/06/2020
- Date of Expiry:09/06/2030
- Visa status: Visit visa
- Date of visa expiry :
27th Nov 2024
- Driving licence issue on 10th August 2017
- Driving licence Expiry on 2nd October 2029
- Skills :
 1. Driving Manual Licence No. 1&3
 2. Problem solving. ...
 3. Communication. ...
 4. Adaptability. ...
 5. Critical thinking. ...
 6. Time management. ...
 7. Interpersonal.

Education

June. 2008- SSC Passed / May. 2010-HSC Passed

Course of F&B 2011-2012 Renaissance catering facilities services

Course of American Red cross 2013 in Dubai- First aid & CPR

Course of High field international 2016 in Dubai- Swimming/First aid/ CPR

Work Experience

- ◆ February -2021 - September 2023 - DUBAI, U.A.E.
- ◆ Driver- Customer Service. All day retailer minimart shops.
- ◆ Mainly responsible for pick up drop the staff, customer maintenance, etc.
- ◆ Assist store manager in product marketing and attending calls, preparing orders as customers requirements.
- ◆ Responsible for the managing stock of store and display the products.

Working Experience

- ◆ Aug. 2013- Jan. 2021 - DUBAI, U.A.E.
- ◆ Driver in Ejahada Assist Facilities Management Services.
- Started career as F&B Pool Attendant Worked in a fast pace environment while engaging with members in a fast and friendly manner.
- Being as pool Rescuers (Life Guard) mainly responsibility is Rescuer the victim and awareness from hazards let the people enjoy without any risk till on am work.etc.
- Being assistance coordinator jun-2016 main responsibilities of reporting to senior coordinator and Manegment about the facility provided to clients and managing the staff as per client requirement, data entry, operate the schedule of staff, attending meetings with clients.etc.
- Assist to HR and administration Collection of checks deposit to bank, Transport clients and /or packages to and from destination, picking VIP clients from airport to them destination.
- ◆ Nov. 2010 - Dec. 2012 - AL AIN, U.A.E.
- ◆ F&B Service - Renaissance catering facilities services Manegment LLC
- Learn serving food and beverage to customers,
- Prepare the location of party area with arranging table and plate's as per client requirement.
- Greetings customers warm welcome and wishes,
- As a waiter Responsibility of Handling customers orders and serve the food gently.

Self-evaluation

- ◆ Goal of my responsibilities it's my family cheering of life and achieve the goal of life.
- ◆ Help my family to reach them goal let be them happy.
- ◆ With excellent professional achievement.
- ◆ Good communication and coordination skills and certain writing skills Have working experience in Hotels, Facility management and Retail minimart shops, and be familiar with the relevant UAE route's and rules regulations.
- ◆ Teamwork With effective teamwork, teams are more productive, deadlines are met, relationships with your team members are stronger and knowledge is shared. ...