



UBAID KHAN

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ubaidkhanisb9@gmail.com
DUBAI, UAE

Dear Hiring Manager,

REF: JOB APPLICATION – LUXURY CAR PROFESSIONAL DRIVER / HSE SAFETY OFFICER.

I am writing to express my interest in the Luxury Cars Driver position in your Company. With over 6 years of experience providing safe and premium transportation services for high-profile clients, I am confident in my ability to contribute to your team.

In my previous role as a chauffeur, I had the privilege of transporting VIP clients, including executives, celebrities, and diplomats, ensuring a seamless and comfortable experience at all times. My knowledge of luxury brands such as Limousines, Rolls-Royce, Mercedes-Benz, and Bentley allows me to operate these vehicles with precision while delivering professional service.

I am adept at planning efficient routes, anticipating traffic delays, and adjusting schedules to ensure punctuality for every appointment. In addition, I take pride in maintaining confidentiality and discretion, which has earned me the trust of many high-profile clients.

I am also trained in defensive driving techniques and I am also **IOSH** Certified & have knowledge of first aid, which enables me to handle unforeseen situations with calm professionalism. I believe that my experience, skills & passion for delivering the highest level of service align perfectly with the values of your Company.

I would be honored to join your team as a Luxury car driver and contribute to the exceptional service your company is known for. I am available at your convenience to discuss how my qualifications meet your needs.

Thank you for considering my application.

Sincerely,

Ubaid Khan.



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CAREER SUMMARY/OBJECTIVE

To secure a position as a Luxury Car Driver where I can utilize my extensive experience in providing safe, punctual, and discreet transportation to high-profile clients. With a strong focus on delivering exceptional customer service, maintaining luxury vehicles to the highest standards, and ensuring a comfortable and seamless experience for passengers, I aim to contribute to the success and reputation of your Company by offering professionalism, confidentiality, and tailored service for every client.

PROFESSIONAL EXPERIENCE

2023 -
2024

- **Luxury Car Driver**
ZED LIMOUSINE - DUBAI
 - Provided safe, smooth, and reliable transportation to high-profile clients, adhering to traffic laws and maintaining the utmost care for the vehicle and passengers.
 - Maintained composure and focus under pressure, managing tight schedules and easily navigating challenging road conditions.
 - Planned efficient routes for timely pickups and drop-offs, considering traffic patterns, road closures, and client preferences.
 - Ensured the cleanliness and pristine condition of the luxury vehicle at all times, including regular exterior and interior cleaning before and after each service.
 - Provided courteous and discreet service to high-profile individuals, ensuring privacy and confidentiality during each journey.

2020 -
2022

- **Personal / Taxi Driver**
CARS TAXI COMPANY L.L.C, DUBAI.
 - Provided safe, reliable transportation for individuals or families, adhering to traffic laws and maintaining the safety of passengers at all times.
 - Operated various types of vehicles, including sedans, SUVs, and luxury cars, ensuring smooth and comfortable rides.
 - Utilized GPS and real-time traffic updates to avoid congestion and minimize delays.
 - Performed minor maintenance tasks, such as checking tire pressure, fluid levels, and brakes, and coordinated regular servicing and repairs.
 - Maintained the interior and exterior of vehicles to the highest standards, providing a clean and professional environment for passengers.

2017 -
2019

- **Security Guard.**
ABU DHABI SKILL FORCE SECURITY SERVICES LLC (SFSS)
 - Surveillance and Monitoring: Operated and monitored security cameras and alarm systems to detect and prevent unauthorized activities.

- Risk Assessment and Prevention: Identify potential security risks and implement measures to mitigate them.
- Emergency Response: Responded swiftly and effectively to security alarms and incidents.
- Coordinated with law enforcement and emergency services when necessary.
- Documentation and Reporting: Maintained accurate logs of security activities, incidents, and patrols.
- Prepared detailed reports on security breaches, thefts, and other incidents.
- Team Collaboration: Worked closely with other security personnel and management to ensure comprehensive security coverage.

EDUCATION

- **Private Bachelor 3rd year - B. grade**
ALLAMA IQBAL OPEN UNIVERSITY MARDAN
- **Secondary English & Science - A1 grade**
THE QUAID - E - AZAM COLLEGE.
- **Secondary English & Science - A1 Grade.**
THE READER SCHOOL & COLLEGE.

SKILLS COMPETENCES

Proficient in driving luxury vehicles (Rolls-Royce, Bentley, Mercedes-Benz, etc).



Excellent knowledge of GPS systems.



Ability to keep vehicles impeccably clean and presentable.



Ability to deliver personalized and luxurious experience.



Exceptional time-management skills.



ACHIEVEMENTS & AWARDS

- Institution of Occupational Safety & Health Certification (IOSH).
- NEBOSH Certification - HSE Safety.
- Certificate- National Security Information (NSI)
- Certificate- Private Security Business Department (PSBD)
- IELTS Program Certificate
- Certificate - RTA Program, Dubai

PERSONAL DETAILS

- Nationality : Pakistan
- Language : English and Urdu - Fluent Working Experience