

NAVEEN GOPU

PROFESSIONAL SUMMARY

To Pursue my career in a company that makes full utilization of my initiative, to work as part of team to assume responsibilities and implement ideas and to use my abilities to contribute to the development and growth of the organization and work to the very best of my abilities and be an asset to the organization.

WORK EXPERIENCE

❖ DRIVER

07 years (2017-present)

- Alpha Emirates LLC.
- Al Madina Waste Paper Trading LLC, Dubai

JOB DESCRIPTION

- Update vehicle log detailing duty and driving hours as per company standards, and prepare them in print and digital formats.
- Read maps and analyse traffic trends to identify the fastest routes.
- Conduct daily interior and exterior cleaning and general preventive maintenance on vehicles.
- Regularly verified consignment against delivery waste papers and completed all documentation required for successful pickup and delivery of products.
- Supervised and monitored loading and unloading of consignment into and from delivery trucks while adhering strictly to all company safety protocols and regulations.
- Picking up office purchases or other administrative needs.
- Utilizing navigation apps to find the most optimal route.
- Maintaining an organized travel schedule.
- Ensuring that vehicles have sufficient gas and are always ready for use.
- Arranging for vehicle repairs when necessary.
- Updating monthly mileage records.
- Driving a variety of vehicles, including motorbikes, cars, buses and trucks.

EDUCATION

- ❖ Secondary School Certificate (S.S.C), AP State Board, Hyderabad

PERSONAL ASSESMENT

- Flexibility, adaptability and the willingness to learn new skills
- Excellent communicator with the unique to work alone or in team
- Ability to deal with sensitive people management issues Effectively

DECLARATION

I hereby declare that all the details mentioned above are true to the best of my knowledge.

NAVEEN GOPU



CONTACT

Al Qusais, DUBAI, UAE

+971 58 637 3325

naveen.gopu11@gmail.com



PERSONAL DETAILS

Date of Birth : 19th Dec 1988

Gender : Male

Nationality : Indian

Religion : Hindu

Marital Status : Married

Languages : English, Hindi,
& Telugu

PASSPORT DETAILS

Passport No : V2029300

Date of Issue : 27 Oct 2021

Date of Expiry : 26 Oct 2031

Visa Status : Resident

LICENSE DETAILS (Light

Vehicle) License No 3691503

Issue Date : 17/08/2016 Expiry

Date : 24/08/2026 Place of

Issue : Dubai