



## PROFILE

Highly reliable and professional personal driver with over two years of experience serving high-profile clients, including senior sales directors and families. Skilled in road safety, time management, and confidentiality while ensuring a superior travel experience. Holds a valid UAE driving license and demonstrates exceptional adaptability to meet diverse client needs. Eager to secure a respectable position where I can apply my skills, uphold professionalism, and contribute to the success of a reputable organization.

## CONTACT

**Mobile:** +971563797367  
**Email:** Ikrammalik098@gmail.com  
**LinkedIn:** Ikram Malik  
**Twitter:** @malik67517  
**Address:** United Arab Emirates

## KEY SKILLS

- Advanced driving techniques
- Navigation and GPS proficiency
- Road safety and traffic management
- Confidentiality and discretion
- Excellent time management
- Vehicle maintenance and inspection
- Customer service excellence
- Adaptability and flexibility
- Professional communication
- Problem-solving under pressure
- Strong work ethic
- Local area expertise in UAE
- Emergency response readiness

## LANGUAGE

- English
- Urdu

# IKRAM NAVEED



## EXPERIENCE

### PERSONAL DRIVER FOR SALES DIRECTOR

**Qasar Al Jumairah, UAE | Nov 2023 – Nov 2024**

Key Roles & Responsibilities:

- Transported Sales Director safely to destinations using optimal routes.
- Maintained cleanliness and comfort of luxury vehicles at all times.
- Monitored vehicle performance and addressed routine maintenance promptly.
- Ensured punctuality through effective time and schedule management.
- Adhered strictly to UAE traffic laws and safety regulations.
- Maintained confidentiality and professionalism in all business-related matters.
- Family Driver

### FAMILY DRIVER

**Jumairah Village Circle, UAE | May 2023 – Nov 2023**

Key Roles & Responsibilities:

- Provided safe transportation for family members to various daily destinations.
- Coordinated vehicle upkeep to ensure consistent safety and performance.
- Executed scheduled trips efficiently, adhering to planned routes and timings.
- Assisted family with luggage, errands, and other personal tasks.
- Resolved on-road challenges quickly to maintain smooth travel experiences.
- Communicated effectively with family members to meet transportation needs.

### PERSONAL DRIVER FOR SENIOR SALES DIRECTOR

**Jumairah Emirates Tower, UAE | Nov 2022 – May 2023**

Key Roles & Responsibilities:

- Transported senior sales director to business & personal office on time.
- Plan efficient routes to minimize travel delays and ensure punctuality.
- Managed last-minute schedule changes with exceptional adaptability & focus.
- Maintained vehicle readiness through routine checks & scheduled maintenance.
- Delivered exceptional service while upholding a professional client relationship.
- Ensured all trips adhered to safety protocols and traffic regulations.

## EDUCATION

**Intermediate in Commerce (I.Com)**

B.I.S.E, Sargodha | 2011

## DRIVING LICENSE

- License Number: 4362569
- Issue Date: 22 October 2022
- Expiry Date: 12 November 2029