



# JAMAL MOHAMMAD

[APPLIED FOR LIGHT VEHICLE DRIVER/ SALES MAN/ANY ASSISTANT]

## OBJECTIVE:

To secure a position within an organization characterized by committed and dedicated individuals, fostering an environment conducive to skill exploration and the maximization of potential. Eager to assume a pivotal role within a challenging and innovative setting, aiming to deliver substantial contributions to the organization's success.

## ACADEMIC QUALIFICATION AND CERTIFICATES:

- B.Com (General)- Continue
- 12<sup>th</sup> Standard
- Certificate of Completion Microsoft office Basic Intermediate Level- Rolla Academy

## WORK EXPERIENCE:

- Presently Working as an **LIGHT VEHICLE DRIVER** since Mar 2023 [Still Working] in **AL KARBASH GENERAL MAINTENANCE** under **EURO CLEANING** – Dubai, UAE
- Worked as an **LIGHT VEHICLE DRIVER** for 01 Year in **MBM** – Abu Dhabi UAE
- Worked as an **OFFICE BOY** for 01 Year in **MBM** – Abu Dhabi UAE
- Worked as an **SALES MAN** for 01 Year in **ZARA SHOP**– India

## DUTIES & RESPONSIBILITIES:

- Safely transport staff, materials, and equipment to assigned locations.
- Maintain vehicle cleanliness, fuel levels, and conduct regular inspections.
- Follow UAE traffic regulations and company safety protocols.
- Ensure timely pick-up and drop-off of staff and goods.
- Manage delivery schedules and complete logbooks accurately.
- Serve refreshments to staff and visitors.
- Maintain office cleanliness and organization.
- Handle document filing, photocopying, and mail distribution.
- Support administrative staff with basic clerical tasks.
- Manage office supplies and restock when necessary.
- Assist customers with product selection and purchases.
- Maintain attractive product displays and organized shelves.
- Handle cash transactions and process sales invoices.
- Meet sales targets and provide excellent customer service.
- Keep up-to-date with product knowledge and promotions.

## SKILLS:

- Well Knowledge Microsoft Office, Excel and PowerPoint
- Customer Service
- Communication Skills
- Safety Awareness
- Problem-Solving
- First Aid Knowledge
- Attention to Detail
- Time Management

## DECLARATION:

I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief. If selected I assure that I would perform to the best of my abilities, early awaiting a Positive response.

**JAMAL MOHAMMAD**

## MOBILE NO:

+971 56 857 1132 [UAE]

## EMAIL:

Mj0405191@gmail.com

## LOCATION:

Dubai-UAE

## PERSONAL DETAILS:

Date of Birth : 09-06-1996

Nationality : India

Gender : Male

Marital Status : Single

## LICENSE DETAILS:

License No : 2744288

Issue Date : 26-01-2022

Expiry Date : 18-01-2029

Category : Light Vehicle

Place of Issue : Abu Dhabi UAE

## PASSPORT DETAILS:

Passport No : S 7773296

Issue Date : 27-11-2018

Expiry Date : 26-11-2028

Visa Status : Cancellation

## LANGUAGES KNOWN:

ENGLISH

HINDI

TELUGU

MALAYALAM