



JAVED MIANDAD

OFFICE ASSISTANT CUM DRIVER

+971559343991
javedbangash686@gmail.com
Horse Al Anz, Dubai, United Arab
Emirates

ABOUT ME

A highly organized and dependable professional with over 18 years of diverse experience in Dubai. Proven expertise in office administration, with 14 years as an Office Assistant in the car rental industry, complemented by roles in water treatment and taxi driving. Dedicated to delivering exceptional service, operational excellence, and seamless support to clients and teams.

LANGUAGES

English	
Urdu	
Pashto	
Arabic	

PERSONAL DETAILS

Date of birth
27 Apr 1982

Nationality
Pakistan

Visa status
Employment

Marital status
Married

REFERENCE

ADNAN AHMED
Dnata Emirates group Dubai UAE
+971506715148
Adnanahmedkhaliq@live.com

DRIVING LICENSE

Driving license category
Light Vehicle driving license Dubai
UAE valid to July 2029

WORK EXPERIENCE

TAXI DRIVER

DUBAI TAXI CORPORATION DTC | DUBAI
OCT 2023 - PRESENT

- Safely operate the taxi vehicle following traffic laws and company policies.
- Maintain cleanliness and regular maintenance of the vehicle for optimal performance.
- Provide excellent customer service, ensuring a positive and comfortable ride experience.
- Handle cash and electronic payments accurately and issue receipts when necessary.
- Communicate professionally with passengers, addressing inquiries and providing local information.
- Follow all safety protocols and report any vehicle issues or accidents immediately.

OFFICE ASSISTANT CUM DRIVER

ECO WATER TREATMENT L.L.C | DUBAI
FEB 2022 - OCT 2023

- Manage daily office administrative tasks efficiently
- Maintain organized filing systems for easy document retrieval
- Assist in preparing reports, presentations, and office documents
- Provide courteous customer service to visitors and clients
- Operate company vehicle safely for official errands

OFFICE ASSISTANT

AL MULLA RENT A CAR L.L.C | DUBAI UAE
FEB 2004 - MAY 2017

- Managed daily office operations to ensure efficient administrative support and high-quality customer service
- Handled invoicing, payment processing, and maintained accurate financial records for reporting and reconciliation
- Monitored expense tracking and assisted with budgeting to support financial oversight
- Coordinated vehicle rental activities, including reservation management and vehicle allocation to optimize fleet utilization
- Communicated with customers to confirm reservations, address inquiries, and resolve issues promptly
- Maintained detailed records of vehicle inventory, including maintenance schedules and availability status
- Updated and organized customer information and rental history to ensure data accuracy and service continuity
- Provided exceptional customer service by responding to inquiries and resolving issues efficiently

EDUCATION

BACHELOR OF ARTS

ALLAMA IQBAL OPEN UNIVERSITY OF ISLAMABAD | ISLAMABAD
PAKISTAN
2009

HIGHER NATIONAL DIPLOMA

FNF INTER COLLEGE KOHAT | KOHAT KPK PAKISTAN
2000

SKILLS

Computer	Microsoft Office (Word, Excel, Outlook)
Customer service	Office management
Financial record-keeping	Invoicing and payment processing
Teamwork	Problem solving

HOBBIES

Playing Cricket, Reading Books