



# ABDUL LATIF

## Post Applied For: Light Vehicle Driver

Pursuing an experience where I will be able to utilize my life experiences as well as my interpersonal skills, to not only allow myself to grow personally and professionally, but to firmly contribute towards the achievement of the mission and values of the entity I work for.

### Personal Information

- Father Name: Abdul Rahim Khan
- Nationality: Pakistan
- Date of Birth: 20-03-1994
- Religion: Islam
- Marital Status: Married

### Visa Details

- Visa Status: Employment Visa
- Issue Place: Dubai
- Issue Date: 12-10-2023
- Expiry Date: 11-10-2025

### Driving License Details

- License NO: 2578325
- Permitted Vehicle: Light Vehicle
- Issue Date: 20-04-2019
- Expiry Date: 18-04-2026

### Passport Details

- Passport NO: BL8486553
- Issue Place: Swabi, KPK, Pakistan
- Issue Date: 10-05-2024
- Expiry Date: 09-05-2029

## Professional Experience

### 2019-Till Now

#### Company: Arabia Taxi Dubai

#### Position: light Vehicle Driver

Working as a taxi driver With Arabia Taxi in Dubai United Arab Emirates

### 2018-2019

#### Company: Virgin General Contracting LLC

#### Position: Assistant Accountant

More than one year of work experience as a Assistant Accountant with Virgin General Contracting LLC in Musaffah, Abu Dhabi

### 2017-2018

#### Company: Emirates Mineral water

#### Position: Salesman

More than one year of work experience as a Salesman with Emirates Mineral Water in Musaffah, Abu Dhabi

## Skill

- Proficiency in MS Word, Excel, PowerPoint, Outlook etc
- Good in Tally and Quickbooks
- Committed with over 7 years of office work experience.
- Strong communication skills and quick learner.
- Experience as Document Controller (Finance docs-Invoices, Guarantee, Fund Transfer etc)
- Familiarity with various office tasks.
- Leadership background and adept at problem-solving.
- Excellent driving skills with over 6 years of experience.
- Knowledge about UAE Laws
- Knowledge of diverse office equipment and exceptional typing and transcription abilities, including fast typing speeds.

## Contact

### Phone

+971543436945

### Email

Abdulatifkhan150@gmail.com

### Address

Hor Al Anz, Deira, Dubai, UAE

## Education

### 2016

B.Com  
University of Swabi  
Swabi, KPK, Pakistan

### 2013

D.Com  
BTE Peshawar

## Expertise

- MS Office-(Excel, Word etc)
- Data Entry
- Peachtree
- Good Communication skills
- Tally
- Quickbook (Basic)
- Knowledge about UAE  
Roads & Location

## Language

- English
- Arabic
- Urdu
- Pashto

