

MANPREET

054 507 4534

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Dubai, UAE

EXPERIENCE

07/2019 - Current

Driver

Noon.com | Dubai, UAE

- Delivered goods and services to customers on time and made sure they were in excellent condition.
- Planned best, safest and most efficient routes for journeys using navigational systems and maps.
- Greeted passengers with warm, friendly welcome for an excellent first impression.
- Obtained signatures needed to complete and process paperwork upon deliveries.
- Routinely transported clients to and from inner-city locations.
- Collected and delivered goods and materials.
- Used safe driving practices at all times when operating vehicles.
- Followed highway codes at all times when driving company vehicles and transporting goods.
- Performed routine light and deep cleaning of vehicle to maintain clean interior.
- Accurately logged deliveries, incidents and expenses.
- Conducted regular safety inspections by checking oil and breaks.
- Notified management of vehicle safety concerns and issues.
- Engaged clients to create rapport and established long-term customer relationships through prompt and courteous service.

EDUCATION

2011

ADVANCE COMPUTER STUDY CENTRE | Nawanshahr

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

2010

High School | Punjab education board

DRIVING LICENCE

- UAE Manual driving License

LANGUAGES

Punjabi, Hindi, English, Arabic: First Language

English:

B2

Punjabi:

C2

Upper Intermediate

Proficient



SUMMARY

Communications and relationship management professional with strong background enhancing cross-functional collaboration. Skilled in establishing strong channels of communication between departments.

SKILLS

- People Management
- Team member engagement
- Team performance analytics
- Operational management
- Safety management
- Task delegation
- Workflow management
- Stakeholder management
- Staff performance management
- Inventory control
- Warehouse operations
- Microsoft Office Suite expert
- Workforce training and development
- Inventory management

PERSONAL INFORMATION

- Age / Date of birth: 06/03/1991
- Gender: Male
- Nationality: Indian
- Marital status: Single

Hindi:  B2
Upper Intermediate

Arabic:  B1
Intermediate