



# MUHAMMAD RIYAS

## CONTACT



UAE



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## OBJECTIVE

Seeking a challenging career opportunity in a reputed company where I can harness my technical skills, work experience and creative towards making significant contribution to the growth and development of the company and thereby develop myself.

## PERSONAL DETAILS

Date of Birth : 28/11/1991  
Sex : Male  
Nationality : Indian  
Religion : Muslim  
Marital Status : Married  
Passport No : L 3663606  
Date of Expiry : 14/09/2033  
Passport Issue Place: Dubai  
Driving License : UAE  
Manual

## WORK EXPERIENCE

### DRIVER- AQAM GENERAL TRADING LLC

Dubai, UAE (2022 onwards)

- Purchase Management.
- Pick up & Delivery Staff Food Their Location.
- Document Distribution and sending invoice to all client companies.
- Airport pick up and drop off
- Submitting and collecting documents needed for the deployment of candidates.
- Assisting new staff for their medical and Emirates ID needed for visa application.
- Collecting the medical reports of the employees and mails from the Post office Box.
- Going to the bank for cash / cheque deposit and cash/ cheque withdrawal. Collecting Bank Guarantee and sending to the Finance Dept. Of respective Company.
- Receiving candidates and drop them to their hotel accommodation, interview Venue, take them to airport etc.
- Maintains daily activities in logbook.

### DRIVER – TEAM EXPRESS SERVICES LLC

Dubai, UAE (2014-2021)

- Responsible for ensuring courier packages affective delivery on time.
- Responsible for data entry and printing of airway bill to ensure with packages for prompt delivery.
- Actively interaction with staff and customer with positive language.
- Actively seeks ways to achieve SLA on TAT.

## EDUCATION

- **DIPLOMA IN AIRLINE TOURISM HOSPITALITY MANAGEMENT (DATHM) – 2012**  
Successfully completed DATHM from Aircons College of Aviation & Management Studies, Kannur, Kerala
- **HIGHER SECONDARY EXAMINATION - 2011**  
Successfully completed Plus Two from Board of Higher Secondary Education
- **SECONDARY SCHOOL LEAVING CERTIFICATE – 2009**  
Successfully completed SSLC from Kerala Public Examination Board