



# MUNAWAR PT

## CONTACT

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- Nationality : Indian
- Age : 30
- Passport No. : Y7516317
- Languages : English  
Hindi  
Malayalam

## PROFILE

To accept the challenges and apply my knowledge and skills for the benefit of the organization and improve my skills and acquire maximum experience and knowledge in the areas of interest

## WORK EXPERIENCE

### 1. REEM REAL ESTATE CONSULTANCIES 2018 – Present Driver cum Purchaser – Dubai, UAE

Experienced and reliable delivery driver with 8+ years of expertise in transporting ecommerce packages from logistical hubs to required destinations. Proven record of timely deliveries with 100% success rate. Adept at collecting digital and physical payments, maintaining delivery vehicles, and introducing new route plans for delivery team. Seeking to leverage my skill set to meet the future demands

- Ensured all orders were delivered on time by maintaining time management skills and efficient route planning
- Processed online and offline transactions efficiently with the necessary paperwork and digital documentation
- Complied with government, company, and driving safety standards on duty and when performing maintenance checks
- Sanitized and repaired delivery vehicles on a weekly basis to ensure hygiene and safety
- Collaborated with the logistics department to ensure outstanding customer support for care packages
- Followed all safety guidelines while operating delivery vehicles
- Navigated through heavy traffic areas in all weather conditions to complete deliveries
- Reported client feedback to management and assisted in process improvement
- Preparing and releasing of Cheques, guarantee Cheques, PDCs and all other online payments.
- Communication, Alertness, Adaptability, Physical Fitness, Time Management.



## SKILLS

- Expert in MS Excel, MS Word, MS power Point.
- Internet Proficiency
- Having well experience with material purchase and vendor handling
- Handling Letter of Credit transactions.
- Interpersonal Skills
- Critical Thinking
- Problem Solving mentality
- Teamwork Skills
- Deliver packages to the clients in a timely manner
- Leadership skills
- Always ensuring vehicles are always ready for use
- Financial Management
- Communication skills
- Proficient in Depositing Cash and Cheques through Bank or other systems
- Credit Management

## DECLARATION

I hereby declared that the above-mentioned information is true and best of my Knowledge.

## 2. INDUS MOTORS, MARUTI SUZUKI KERALA 2017 – 2018 Sales Executive

Results-driven achiever and effective team leader with exceptional interpersonal skills. Highly flexible and adaptable performer; adept at multi-tasking and thriving in a fast-paced environment while coordinating numerous time-sensitive projects. Able to work on own initiative and as well as a part of a team.

- Managed sale team, for achieving assigned targets of wireline & wireless data products
- Managed & assist franchisees and distributors for sales target achievement.
- Developed & managed retailers (product availability, product visibility)
- Managed company's promotional activities (kiosk activities, door-to-door services) compliance with franchisee and affinity partner to bridge company policy to increase in business.
- Retailers added/ introduced for wireless data products sales on personal relationship.
- Successfully implemented all promotional activities in line with company policy.



## 3. Aroma Car Care LLC, Dubai UAE 2015 – 2017 MECHANIC

I am an Auto Mechanic for two consecutive years in two different companies where I acquired skills in the following areas: automotive repair, maintenance, testing and fault diagnostics. If given the opportunity, I will utilize these acquired knowledge in repairing and troubleshooting automobiles

## EDUCATION

2017-2019	Degree Ba Political Science Mudurai Kamaraj University
2011-2013	Iti Mechanical Motor Vehicle Ibsons Private Iti
2009-2011	Board Of Secondary Plus Two Kerala Government
2008 – 2009	Board Of High School SSLC Kerala



## COMPUTER PROFICIENCY

- Expert in MS Excel, MS Word, MS power Point.
- Internet Proficiency

