

MOHAN GUGULOTH

DRIVER

CONTACT



+971 50 173 4647



Mohan.guguloth@yahoo.com



Al ain

SKILLS

- Team Bonding
- Medical Terminology
- Multi-Line Phone Proficiency
- Correspondence and Office Documents
- Excel Spreadsheets
- Valid Driver's License

LANGUAGES

- **English**
Intermediate
- **Arabic**
Native
- **Hindi**
Beginner

CAREER OBJECTIVE

Detail-oriented professional experienced in providing exceptional administrative and organizational support in busy office settings. Possesses excellent interpersonal skills and ability to interact with a diverse group of individuals. Proficient in current office software applications and database management.

EXPERIENCE

December 2021 - Present

Office boy cum driver (UAE driver license manual)

ADNH , Al ain, Al ain

- Managed incoming calls professionally and courteously.
- Performed general administrative duties such as photocopying, faxing, mailing, filing.
- Ensured that all safety standards were met while performing assigned tasks.
- Delivered packages within the building or to other locations on time.
- Transported documents between offices using company vehicles safely.

March 2016 - Present

Sales Associate

Landmark group , Sharjah , Dubai

- Greeted customers warmly and offered assistance.
- Helped customers find and select products.
- Kept work area clean, organized and free of clutter at all times.
- Performed cleaning tasks, keeping store neat and organized.
- Assisted customers with product selection to ensure customer satisfaction.
- Demonstrated exceptional customer service skills, resolving customer complaints efficiently and courteously.

January 2020 - October 2021

Driver

Amazon , Telangana , Hyderabad

- Provided excellent customer service throughout delivery process.
- Maintained a clean driving record with no violations or citations on file.
- Cleaned vehicle seats and storage areas to maintain professional, organized appearance.
- Inspected vehicles for mechanical items and safety issues prior to operating them.

EDUCATION

May 2012

Bachelor of Arts (B.A.)

Telangana university , Hyderabad