

Naresh Beesu



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☎ +971-503750266
📍 Bur-Dubai, Dubai
🚩 Indian
📅 10-08-1985
💍 Married
♂ Male
📄 Employment (Transferable)

LANGUAGES

English
Hindi
Telugu

EDUCATION

Intermediate
Board of Intermediate
2004 | Andhra Pradesh, India

S.S.C
Board of A.P
2001 | Andhra Pradesh, India



PASSPORT DETAILS

Passport No : Y9010358
Date of Issue : 25-09-2023
Date of Expiry : 24-09-2033
Visa Status : Employment
(Transferable)

PROFILE

To begin my professional career in a world class organization and utilize my technical and communication skills in a challenging, term-oriented environment and contribute toward the overall growth of the organization to the best of my abilities. First class communication and organisation skills with the will and determination needed to success

PROFESSIONAL EXPERIENCE

Chicking Restaurant Delivery Boy

10/2006 – 03/2007 | Dubai, United Arab Emirates

- Manage and track multiple orders simultaneously.
 - Verify orders before each delivery to ensure accuracy
 - Deliver orders within the specified time frame, prioritizing freshness
 - Navigate local streets and highways efficiently, potentially using GPS
 - Communicate clearly and respectfully with customers.
 - Aware of traffic patterns and road closures in Dubai.
 - Aware of traffic patterns and road closures in Dubai

True Bell Marketing & Trading L.L.C Delivery Boy

08/2005 – 09/2006 | Sharjah, United Arab Emirates

- Manage and track multiple orders simultaneously.
 - Verify orders before each delivery to ensure accuracy
 - Deliver orders within the specified time frame, prioritizing freshness
 - Navigate local streets and highways efficiently, potentially using GPS
 - Communicate clearly and respectfully with customers.
 - Aware of traffic patterns and road closures in Dubai.
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Desco Copy Centre Messenger

04/2007 – 09/2007 | Dubai, United Arab Emirates

- Collect and deliver packages, documents, and other items to various locations.
 - Follow Standard Operating Procedures (SOPs).
 - Communicate effectively with customers and provide excellent customer service.
 - Maintain accurate records of deliveries and pickups.
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- Deliver and collect documents, packages, and other items to/from clients, partners, and offices in a timely manner.
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- Ensure the confidentiality and security of sensitive documents during delivery.
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- Obtain necessary signatures and maintain accurate records of deliveries and pickups.
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- Complete necessary tasks such as depositing money at the bank, buying office supplies, and fulfilling any other required duties.



DRIVING LICENCE DETAILS

Driving Licence No. : 1099608
Issue Date : 24/09/2006
Date of Expiry : 07/06/2027
Vehicles Permitted : Light Vehicle
(Manual) & Motorcycle
Place of Issue : Dubai



SKILLS

Computer



MS Office (MS word, MS excel, MS
power Point, MS outlook)



Trouble shooting all software and
hardware problems.



Mails & Internet browsing etc.



Invoicing and Printing Bills.

AIMIA Middle East FZ-LLC.

Office Admin & P.R.O

10/2007 – Till Date | Dubai, United Arab Emirates

Support Account team to manage the operations of Air Miles partner sand work closely with clients as the support point of contact.

- Staffing reception and welcoming all visitors.
- Communicating with partners on invoice deliveries and cheque collection.



Invoices Printing and Sending courier Documents also arranging pick up courier.



Manage sundry items such as office supplies, pantry items.



Co-ordinate with TECOM on admin tasks for the office such as cleaning schedules.



Support Air Miles partners with staff training, booth management and delivery and display of POS material.



Staff Emirates IDS Collections, cheques deposits & submissions other documents to banks.



Visiting Dewa and Telecom Providers to Pay Bills and other works.



Visiting to dubai chambers, economic's and dubai customs departments.

•Arrangeing meetings with clinets and giving minimum requiriments like water coffee.



Visiting to main immigration and airport immigrations visa issues to resolve them.



Maintaing all admin works and other department works also.

• Having Good knowledge of all routes within the 7 Emirates of the UAE, ensuring efficient and timely deliveries/travel.



DECLARATION

I Naresh Beesu, hereby declared that all the facts above mentioned are true to my knowledge and belief.

Naresh Beesu
Dubai