



# HASSAN

## DRIVER/DELIVERY DRIVER/COURIER

**Contact No:** +971-55-5589530

**E-Mail:** hassankhan2897@gmail.com

**Address:** AL Bada, Dubai.

**Visa Status:** Employment Visa

### Personal Detail

**Date of Birth:** 20-04-1994

**Sex:** Male

**Nationality:** Pakistan

**Marital Status:** Single

### Skill Highlights

- Ability to communicate clearly and concisely, both orally and in writing
- Ability to coach and mentor team partners
- Ability to provide technical leadership
- Problem-solving skills
- Ability to understand and follow established safety procedures
- Strong leadership skills
- Proven leadership and team management experience
- Ability to confidently manage and organize a team

### Objective

I am a hardworking, honest, and dedicated person who is seeking a job opportunity in a highly esteemed organization where my skills and expertise could be utilized for the betterment of the company.

- A quick learner capable of absorbing new ideas, communicate clearly, possessing a good team spirit and is deadline orientated.

### Education

- ❖ Secondary Level (10<sup>th</sup> Grade)
- ❖ Secondary school leaving certificate (attested by MOFA)

### WORK EXPERIENCE

#### TERLING DMCC (Dubai Multi Commodities Centre)

#### DELIVERY DRIVER (15<sup>th</sup> April 2021 to till the Date)

- Adhered to time and route schedules to ensure items delivery safely and efficiently
- Prepared reports and documentation as required, obtained delivery confirmations from customers, accepted payments for delivered items.
- Handled customers queries and concerns.
- Determined the best routes taking into consideration traffic congestion and other hurdling factors.

#### TERLING MEDICAL EQUIPMENT TRADING LLC

#### DELIVERY DRIVER (3<sup>rd</sup> November 2019- 14<sup>th</sup> April 2021)

- Equipped with technical abilities to ensure proper inventory management.
- Ability to communicate with dispatchers, drivers and other team members to ensure deadline-oriented service deliveries.
- Tracking deliveries and shipments to ensure safety of valuables and on time delivery to the customers.
- Preparation of shipments for delivery, ensuring desired product quality through proper inspection and paper work.

#### DELIVERY DRIVER

- Has been serving as a delivery driver for a couple of years
- Attended different meetings and seminars related to merchandising, customer relation building and customer satisfaction.



### Knowledge about locations

Good knowledge of routes of Abu Dhabi including western region and Dubai, Sharjah, Ajman, Umm Al Quwain and Ras-Al-Khaimah etc.

### License detail

License No: 2178654

Date of issue: 16-07-2014

Date of expiry: 16-05-2025

Place Issue: Abu Dhabi –UAE

Vehicle Permit: Light Vehicle

### Languages

- ✓ Urdu
- ✓ Pushto
- ✓ Punjabi
- ✓ English
- ✓ Arabic

### MR BAKER LLC (10<sup>th</sup> November 2016 to 20<sup>th</sup> October 2019)

- Worked as a delivery driver with Mr. Baker LLC (from 10<sup>th</sup> November 2016 to 20<sup>th</sup> October 2019).
- Assisted the transport manager with route planning and the prompt resolution of customer enquiries.
- Delivered products to customers in a safe, courteous and timely manner.
- Inspected delivery vehicles to ensure the safety and security of the loading and unloading process.
- Good knowledge of chiller vans, freezers and trucks.
- Navigated through GPS and digital maps during the service.

### DELEIVERY DRIVER

- Capable of establishing and maintaining outstanding relations with customers.
- Skillful in transport management and expertise in general logistic services.
- Capable to determine merchandise placements, following safety and lifting protocols during deliveries and conducting safety reviews

### Al Kamran General Transport ABU DHABI

(PRO/Work shop Foreman with Al Kamran General Transport in Abu Dhabi for 4 years).

- Controlling and handling all works for different government departments (Ministry of interior, Ministry of Labor, RTA, Tasheel, etc.
- Handling company Trade License renewal and company Establishment Card etc.
- Handle Permit, Medical, National ID and its renewal. Cancel and Replace the work permit.
- Attaining Quota Approval from Ministry of Labor with relevant documents.
- Renewal of Company Vehicle Insurance and Vehicle Licenses.
- Handling and reviewing the company bills for DEWA, telephone internet, mobiles and make sure the payment is done on time.
- Collecting the payments from the contract companies.
- Conduct weekly discussion with the management.
- Ensure appropriate and timely maintenance of vehicles.

### OTHER SKILLS

Service oriented to ensure customer satisfactions, excellent social & communication skills, matured individual with tact and diplomacy, disciplined and accurate, able to stay calm under pressure, ambitious, self-motivated, appreciate the value of team work, energetic, sincere and hard working.

