


ABDUL IRSHAD

Driver cum PRO



+971-552729166 

irshu769@gmail.com 

U A E, Dubai 

SKILLS

Communication

Expert

Creativity

Expert

Adaptability

Expert

Teamwork

Expert

Knowledge of Road Rules and Regulations

Expert

Ability to Work in High Pressure
Environments

Expert

Route Planning

Expert

Flexibility

Expert

Navigation Skills

Expert

Organization

Expert

LANGUAGES

- English
- Arabic
- Hindi
- Malayalam
- Tamil

HOBBIES

- Traveling
- Cooking
- Swimming
- Photography

PROFESSIONAL SUMMARY

To pursue a challenging career within a progressive organization that prioritizes professional growth and development enabling me to enhance my knowledge and skills while making meaningful contributions to the organizations success.

EXPERIENCE

DRIVER CUM PRO

NATIONAL BANK OF RAS AL KHAIMAH, U A E, Ras Al Khaimah

April 2013 - July 2024

- Collecting the documents from the branches units and departments and handed over to archival department daily
- Daily collection documents and cheques next day validating Rs mobile & uploaded in the system
- Retrieval file and documents dispatch the concern department and HQ mail room.
- Delivering stationery branches and departments,
- assist in all admin support as needed
- Retrieve cheques and files from the location upon request concern
- Relogging cheques and file archiving to location
- Going for collection all over the U A E
- Very well know location Abu Dhabi, Dubai & Northern Emirates.
- Daily collection route. RAK to Dubai to RAK other Emirates collection request bases
- Logs official trips, daily mileage, fuel.
- Ensures all immediate actions required by rules and regulations are taken in case of accidents.
- I have gained valuable knowledge in administrative tasks
- Support public relations officer (PRO) with visa processing and other responsibilities.
- Performs any other duties as required.
- Driver with an excellent safety record.

DRIVER CUM MESSENGER

UAE EXCHANGE CENTRE L L C, U A E, Abu Dhabi

PERSONAL INFO

- Date of birth: 1 September 1982
- Nationality: india
- Driving licence: Manual & Auto

August 2008 - March 2013

- Collecting the cheque from the customers & depositing in the bank same days.
- Foreign currencies pick up & delivering to the companies & corporate customers.
- Camp visits for salary disbursal & site remittance purpose.
- Preparing & arranging documents to send to central stores.
- Meeting official personnel and visitors at the airport, visa and customs formalities arrangement.
- customs formalities arrangement
- Staff pick up and drop.

SALES ATTENDED

ABU DHABI NATIONAL OIL COMPANY(ADNOC), Abu Dhabi

July 2004 - July 2008

- Maximize customer interest and sales levels by displaying products appropriately .
- Monitor stock movement and consider markdowns, promotions, price changes, clear outs etc.
- Making good report with customers .
- Making daily reports & sending cash to Group4 companies.
- Attending the customers with good manner.
- Preparing stock and sales statement and cash statement
- Preparing cash bills.
- Accepting the cash & credit cards from the customers.
- Merchandiser.

EDUCATION

Secondary school

Leaving certificate

Govt of Kerala India

COMPUTER LITERACY

Well experienced with Windows Environment and MS Office Tools, especially Excel,

Word and Power Point. Learned much conversant with internet and e-mailing tools.
