

SANDEEP BEJJARAM

Mobile No: 0528143412

Email ID: sandeepbejjaram47@gmail.com

Dubai, U.A.E



POST APPLIED FOR: DRIVER

OBJECTIVES:

Seeking a suitable position where my past and varied experience can be fully utilized in a career where significant contribution can be made to the organization. The success of the organization (Employer) will in return provide me with an opportunity for growth within the organization

PERSONAL INFORMATION:

- Name : SANDEEP BEJJARAM
- Date of Birth : 24/02/1997
- Gender : Male
- Marital Status : Single
- Nationality : India
- Languages Known : English/Hindi/Telugu

EDUCATIONAL QUALIFICATIONS:

- 10th Passed
- 12th Class
- Degree Second year

PASSPORT INFORMATION:

- Passport No : I0223620
- Passport Expiry : 19/06/2035
- Visa Status : Employment Visa

LICENSE DETAILS:

- License No : 211909
- License Issue Date : 26/01/2020
- License Expiry : 24/01/2027
- License Issue Place : Dubai-Light Vehicle

EXPERIENCE:

- *Worked as "Office boy /Driver" with Al Doha Properties L.L.C, Dubai- UAE since 2017 to 2021.*
- *Worked as Driver with Fitterz Technical Services LLC., Dubai – UAE since 2021 to till date (Notice period: 1 month).*

DUTIES & RESPONSIBILITIES:

- ✓ **TRANSPORTING PERSONNEL:** Safely and timely transport office staff, visitors, and company executives to and from designated locations.
- ✓ **MATERIAL PURCHASING:** Upon receiving material lists from accounts team, I efficiently negotiate with vendors to secure discounts, optimizing procurement costs in alignment with organizational objectives.
- ✓ **DOCUMENTS DELIVERY AND COLLECTION:** Responsible for collecting and delivering various documents from clients and banks.
- ✓ **ROUTE PLANNING:** Follow traffic laws and plan routes efficiently to ensure timely arrivals
- ✓ **VEHICLE MAINTENANCE:** Arranging for vehicle maintenance and ensuring that vehicle is kept in good condition.
- ✓ **TRAVEL LOG MAINTENANCE:** Keeping a detailed travel log to record work hours, travel time and destinations to maintain accurate records.
- ✓ **GUEST INTERACTION:** To be Engage with guests by providing a positive and professional representation of the company.

SKILLS:

- Strong driving record
- Navigation
- Customer Service
- Efficiency and time management
- Problem-solving
- Detail Oriented
- Concentration
- Knowledge of safety regulations and traffic laws
- Basic Computer Skills
- Basic Maintenance Knowledge

DECLARATION:

I certify that the above is true and correct to the best of my knowledge and ability. If given a chance to serve you, I assure that I will execute my duties for the total satisfaction of my superior.