



Sravan M

Driver Cum Office Boy

A dedicated and reliable Driver Cum Office Boy with 5years of experience in providing safe transportation and efficient office support. Skilled in managing administrative tasks alongside driving responsibilities . Let's collaborate to amplify your brand's voice and drive success together.

✉ sraavanm1@gmail.com

☎ +971501364741

📍 Dubai, United Arab Emirates

WORK EXPERIENCE

Driver Cum Office Boy

Salem Al Sarkal Transport L.L.C

09/2020 - 02/2024

Dubai, United Arab Emirates

Logistics Transportation and Freight Forwarding

Achievements/Tasks

- Undertake Driving duties like transportation of staff and management for meetings and site.
- Making deliveries of sample materials to client
- Banking duties like Cheque deposit.
- Office Boy duties like guest services, showroom maintenance, etc.
- Assist admin staff for purchase of Office Supplies

Van Sales Representative

BRF FOODSTUFF TRADING LLC

02/2018 - 04/2020

Dubai, United Arab Emirates

Manages the cold chain and sources products from Turkey, Brazil, India, and Europe to supply food items all over the United Arab Emirates

Achievements/Tasks

- Managing Dubai & Sharjah markets.
- Demonstrating & presenting products to customer.
- Identifying prospective customers while supporting existing clients with information and assistance that relates to products and services
- Collecting orders & delivering it on time
- Monitoring the sales performance of products.

EDUCATION

BSc. Computer Science

Annamalai University

07/2014 - 05/2017

Chidambaram, Tamil Nadu

Courses

- Application Development
- Database Management
- Web Development
- Programming Languages

SKILLS

Team player

Strong communication skills

Self-starter

Presentation skills

Accuracy in stressful situations

PERSONAL DETAILS

Address : Al Qusais, Dubai

Passport No: Y6359966

Passport Expiry : 25/07/2033

Visa Status : Visit Visa

Valid UAE Driving Licence

Date Of Birth : 28/08/1995

Marital Status : Married

LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

Tamil

Limited Working Proficiency

INTERESTS

Long Drives

Gaming

Technology

Cycling