



Sunil Kumar DRIVER

Sunil Kumar PO Box: 27062, Dubai UAE
T: 0508716191 E: skunilrv1@gmail.com

PERSONAL STATEMENT

An ambitious, enthusiastic, and highly presentable Driver with an experience of 13+ Years in UAE and India with the ability to utilize the skills and knowledge for the effectiveness of the organization.

Activities



Application submission
Immigration coordination
Visa coordination

Driving



Transport Coordination
Influencing skills
Building relationships
Vehicle registration
Vehicle Maintenance
Courier dispatch

Dynamic



High energy levels
Entrepreneurial flair
Increasing revenue growth
People skills
Highly motivated
'Can do' attitude

Smart



Coming up with ideas
Commercial judgment
Analyzing data
Effective planning skills
Innovative
Business sense

CAREER HISTORY

Rehan Al Jezeera Tourism & Recreation Consultant

Driver - 2018 - 2021

Duties

- Transport clients and/or packages to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Running office errands like going to Bank or Customers when needed.
- Collecting letters and/or parcels from the PO Box of post office.
- Research and plan for traffic, construction, and weather delays
- Use navigation applications to determine the best route
- Always interact with clients professionally
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Obtain orders for transporting people (staff members) or things to different locations and ensure that they are carried out correctly.
- Receive items and documents for transport and ensure that they are safely transported to their destinations.
- Ensure that the car is always clean by washing both its inside and outside parts
- Carry out routine inspection on the car to ensure that it is always in good condition.
- Consider different routes, check climate and traffic reports to decide the best time to travel and the best route to take
- Running office errands like going to Bank or Customers when needed.
- Keep a travel log to record locations travelled to, travel time, and work hours
- Carry out some modest office undertakings like organizing records
- Carry out other assignments that may be given by the employer

Kentech International, Dubai, UAE

Driver - 2007 - 2018

Duties

- Transport CEO, COO, DIRECTORS to and from destinations
- Assisting PRO and submitting for Labour Dept., Immigration Dept., oil pass Dept. (Critical National Infrastructure Authority), Municipality and customs Dept.
- Collect and provide periodical updates from the government authorities on all Labour and immigration rules to keep the HR department abreast of the changes in the rules and procedures.
- Submit, follow-up and collect all new employment and business visas to ensure that the visas are processed on a timely manner to support the business.
- Processing of Employment Contracts, Work Permits, and Residence Permits of all employees.
- Prompt Renewal of Resident Permits, Visit Visa, Mission Visa & Work permits on time.
- Maintaining the records for Visa expiry, Labour card expiry, oil field pass expiry and leave in Core HR system, which KENTECH has newly introduced.
- Co-ordination with the Agents in India, Nepal, Bangladesh & Philippines for the necessary documents for applying entry permit, the oil pass and for mobilization of employees.
- Transport coordination for the staffs, who are transferred, going for vacation, coming back from vacation etc.
- Daily shuttle of staff from home to office
- Always ensure the safety of passengers and vehicles when on duty
- Self-correspondence with other departments like Accounts, Purchase and Store etc. as and when required.
- Follow ups related to Visa and Passports, licenses renewals etc.
- Receivables Collection and Bank Remittances
- Liaison with Government offices like RTA, DED. Immigration, Chamber of Commerce, and documentation thereof.
- All matters related Company logistics.
- Deal with general enquires regarding PRO functions promptly and efficiently to enhance the level of department service

- Provide service, support, and assistance to new and existing employees on their requirements such as driving license, liquor license, car registrations, accommodation, and legal requirements to ensure that PR services are provided as required

Worked as a Logistic Executive with E O Co., Al Quoz, Dubai, U.A.E from March 2004 to August 2006.

Worked as a Logistic Assistant with Imbam LLC Company, Sharjah, U.A.E. for six months.

Worked as Executive Sales with Green Land Travel & Tourism, Trivandrum, Kerala, India for three years

ACADEMIC QUALIFICATIONS

Diploma in Travel and Tourism

Pre degree

Technical Skills

MS Office

PERSONAL DETAILS

Nationality : Indian

Languages known : English, Hindi, Malayalam

Marital Status : Single

UAE License : Yes

REFERENCES

Available on request