

# SWALIH MS

PROFESSIONAL CHAUFFEUR,  
PERSONAL (DRIVER) CEO,



Phone  
+971 505114345

Email  
[swalihsms@gmail.com](mailto:swalihsms@gmail.com)

Nationality  
Indian

Total Work Experience  
7 years 10 months

Language  
Arabic, English, Hindi

Address  
Dubai, United Arab  
Emirates (UAE)

## KEY SKILLS

- Emergency Situation Handling
- Custom Service Excellence
- Confidentiality And Discretion
- Advanced Driving Techniques
- Vehicle Maintenance Knowledge
- Time Management Skills
- Navigation Mastery
- Security Awareness

## PROFESSIONAL EXPERIENCE

### Etan Trading Inc.

Professional Chauffeur, Personal (Driver) CEO,

**Jun 2020 - Jun 2024**  
**Dubai, United Arab Emirates (UAE)**

I am helping to prepare some invoices LPO in boss's company, ms excel, ms world, quickbook, going weekly to abu dhabi and then to rasal khaima, ummul quwain, company materials delivery office related papers, transferring by road. Then the personal driver of the boss will go to the company and home sometimes for office meetings and go to distant places.

### Recardo Company

Personal Assistant

**Apr 2019 - Mar 2020**  
**Marina, United Arab Emirates (UAE)**

(My Boss from based in UK Person)

I will handle managing both personal and professional tasks, Any sensitive matters smoothly handle, Problem solving, Organize Travel Booking, Client stay Organized Managing Household, Coordination, Managing Schedule, Compliance Managing, Document Management, Event Planning, Errands and Personal Tasks, Project Assistance (Work Related), Financial Assistance, Confidentiality.

## **Alfa Al Khaleej Cont.co And Wolf Transport,**

Workshop Supervising/Parts Purchaser,Logistics,

**Oct 2014 - Jun 2017**  
**Saudi Arabia Dammam,, Saudi Arabia**

Workshop admin and supervisor, invoice and expence claims making, daily report make and submitting our head office, drivers managing and cordination and time sheet making, problem solving, emergency line work for big trailer's, heavy equipments, small equipment's(concrete mixer,roller,vibrator)..etc,Transport fleet managing, document collection from clints, container checking,seal checking, damages spotly reporting, accident report and police clearance papper related...

## **EDUCATION**

### **Secondary School - Other**

LCC

**2012**  
**India**

## **ABOUT**

Dedicated and experienced professional chauffeur with over [6+ years] of expertise in providing safe, discreet, and reliable transportation for high-profile clients, including CEOs and VVIP families. Demonstrated ability to maintain a high level of professionalism and confidentiality while delivering exceptional customer service. Proficient in advanced driving techniques and skilled in navigating complex urban environments, ensuring timely and efficient travel. Committed to maintaining vehicle safety and cleanliness, with a keen eye for detail. Possess excellent interpersonal skills, fostering strong relationships with clients and ensuring their comfort and security throughout each journey.

\*\*\*Ability is always God Given\*\*\*

Thank you,