

SYED GHAYOOR HAIDER

+971 52 6049594

+971 52 9109572

syedghayoor154@gmail.com

Cosmopolitan Hotel, Al Barsha-1, DUBAI, UAE.



PROFESSIONAL SUMMARY

Highly skilled and reliable Driver with 6 years of experience in the field, including **3 years in Pakistan** and **3 years in Dubai**. I also have 9 years of experience in security in Dubai. Possessing a strong knowledge of driving regulations and safety procedures to navigate various routes efficiently. Proven track record of punctuality, professionalism, and exceptional customer service. Seeking to leverage my expertise in driving to contribute effectively to a reputable organisation..

WORK EXPERIENCE

Hotel Driver

Grand Cosmopolitan Hotel, Dubai •UAE

JUN 2024 – Present

Key Responsibilities:

- Provide seamless airport transfers for guests, ensuring timely and comfortable transportation.
- Facilitate staff transportation, maintaining punctuality and efficiency.
- Manage the delivery of important documents to various offices, ensuring accuracy and confidentiality.
- Transport hotel officials for business needs, adhering to schedules and maintaining professionalism.
- Conduct regular vehicle maintenance checks to ensure safety and reliability.
- Maintain detailed logs of vehicle usage and maintenance for record-keeping and reporting.
- Assist guests with luggage handling, providing excellent customer service and support.
- Navigate city routes efficiently, utilising GPS and local knowledge to avoid traffic and delays.
- Ensure the cleanliness and presentation of the vehicle at all times.
- Comply with all traffic laws and hotel policies, ensuring the safety of passengers and pedestrians.

Security Patrolling Driver

World Security (A DP World Company) •UAE

Jul 2022 – APR 2024

- Performing routine patrols to safeguard and ensure the security of the community area.
 - Diligently maintaining and inspecting community security vehicles, promptly reporting any identified issues.
 - Responding promptly and efficiently to alarms or distress calls within the community premises.
 - Compiling detailed and comprehensive reports documenting observations and incidents for accurate record-keeping.
 - Facilitating clear and effective communication with community members and relevant authorities.
 - Offering adept assistance and support to community members while upholding utmost professionalism.
 - Strict adherence to established security protocols and procedures to uphold community safety standards.
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- Conduct patrols of designated areas to detect and deter unauthorised access
 - Monitor security cameras and respond to alarms promptly
 - Secure facilities and premises during non-business hours
 - Maintain accurate logs of patrol activities and incidents
 - Collaborate with law enforcement agencies when necessary
 - Inspect and report any suspicious activity or potential security risks

- Conduct vehicle inspections and perform routine maintenance checks
- Follow established security procedures and protocols
- Coordinate with the security team to cover different shifts and areas
- Provide excellent customer service to visitors and employees
- Attend training sessions to improve skills and knowledge

Driver

Nov 2019 – Nov2020

ATTOCK OIL DISTRIBUTORS • Haripur, Pakistan

- Logged 200,000+ accident-free miles delivering goods for clients primarily in Haripur, Abbottabad & Hattar.
- Delivered on schedule 97% of the time by adjusting routes to traffic conditions.
- Maintained a 100% clean traffic safety and drug screening test record.
- Help and train 12 new drivers.
- completed deliveries in a fast-paced environment
- Followed all safety regulations while driving company vehicles
- Organised delivery routes efficiently to meet tight deadlines
- Collaborated with team members to ensure smooth delivery operations
- Maintained accurate delivery logs and records
- Performed regular vehicle maintenance checks
- Safely loaded and unloaded delivery items
- Proficient in using GPS navigation systems to plan routes
- Resolved delivery issues promptly and professionally
- Upheld company standards for quality and timeliness of deliveries
- Demonstrated strong problem-solving skills when faced with delivery challenges
- Maintained a clean and organised delivery vehicle.

Driver

Jan 2011 – Nov 2013

NAJAF TRADERS •Haripur, KPK Pakistan

- Drove 20-passenger tour buses on half-day or full-day excursions within the city and longer overnight trips to neighbouring states.
- Received a 5-star rating from 250+ clients.
- Performed routine vehicle maintenance, including regular oil changes, wheel rotations and tune-ups

EDUCATION

Certificate of Security Personnel

Security Industry Regulatory Agency (SIRA) •Sialkot, Pakistan

2017 & 2022

Higher Secondary School Certificate

Bright Vision Model College •BISE Abbottabad, Pakistan.

Apr 2007

High School Certificate

Government High School •BISE Abbottabad, Pakistan.

Mar 2005

SKILLS

- Dependable and Responsible
- Excellent Communication skills
- Multitasking abilities
- Can maintain a professional attitude with peers, co-workers & clients at all times.
- Expert in achieving high levels of multitasking by remaining focused & goal-oriented.
- Punctual & Problem-solving.

PROFESSIONAL CREDENTIALS

- Certification for the English Language
- Certification for Microsoft Office Automation
- Licensed for Driving Cars (In Pakistan & UAE)