



# CURRICULUM VITAE

## Muhammad Naeem

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### POSITION APPLIED FOR THE POST OF LIGHT VEHICLE JOB

### OBJECTIVE

To seek excellence in profession in achieving the goals Associated with and organization rendering an excellence service according to my academic qualification and work experience.

### WORK EXPERIENCE

#### 1. 1 year work experience as a driver in platform company Jumbo Electronics Trading L.L.C

- Transporting clients from airports to hotels and vice versa.
- Carrying out vehicle maintenance checks.
- Delivering packages to customers in a timely manner.
- Picking up office purchases or other administrative needs.
- Utilizing navigation apps to find the most optimal route.
- Interacting with clients in professional conduct.
- Working at night and on weekends.
- Maintaining an organized travel schedule.
- Ensuring that vehicles have sufficient gas and are always ready for use.
- Arranging for vehicle repairs when necessary.
- Updating monthly mileage records.
- Driving a variety of vehicles, including motorbikes, cars, buses and trucks.

### EDUCATION QUALIFICATION

High school Certificate (HSC 12<sup>th</sup>)

### DECLARATION

- I hereby declare that the above-mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above-mentioned particulars.

### PERSONAL INFO

**Nationality** : Pakistan

**Gender** : male

**Marital Status:** Unmarried

**Passport No** : DW9952301

**Date Of Birth** : 03/03/2004

**Visa Status:** Employment Visa

### LANGUAGE KNOWN

English, Arabic, Urdu

**License details**

**License no:** 4595176

**Issue date:** 19/11/2023

**Expiry date:** 19/11/2025

### SKILLS

- Self-motivated, effective communicator and strong interpersonal skills.
- Very energetic result oriented and organized.
- About to good service to honorable.
- Initiative energetic and good work.
- well organized, committed and result oriented.