



Zain Noorani

Chauffeur

+971 501921235

Noorani4931@gmail.com

Dubai, United Arab Emirates

May 1, 1993

PROFILE

Dedicated and experienced professional with over 9 years of expertise in transportation and logistics. Proven track record as a Chauffeur for luxury car services, ensuring VIP client satisfaction through exceptional customer service, route optimization, and vehicle safety compliance. Extensive background as a Warehouse Operator and Car Courier at Aramex Emirates LLC, demonstrating skills in inventory management, order fulfillment, and efficient logistics operations. Known for strong problem-solving abilities, attention to detail, and a commitment to maintaining high operational standards. Adaptable and reliable, with a focus on optimizing processes for improved efficiency.

PROFESSIONAL SKILLS

- Client Relations
- Route Optimization
- Vehicle Operation
- Time Management
- Safety Compliance
- Inventory Management
- Stock Control
- Quality Assurance
- Order Fulfillment
- Packaging and Labeling
- Equipment Maintenance
- Communication
- Customer Service
- Documentation Accuracy
- Shipment Handling
- Traffic Navigation
- Delivery Scheduling
- Problem-Solving
- Attention to Detail
- Adaptability
- Logistics Coordination
- Inventory Auditing
- Warehouse Operations
- Workflow Efficiency

EDUCATIONAL BACKGROUND

European Qualifications Framework (EQF) Level

Level 4

Intermediate

Mardan College, Pakistan

WORK EXPERIENCE

Chauffeur

August 30, 2023 – Present

Platinum Lease Luxury Car Transportation

- Luxury Vehicle Operation:** Safely transport high-profile clients and VIP guests in premium luxury vehicles, ensuring timely arrival and departure in line with strict schedules.
- Client Experience Excellence:** Deliver exceptional customer service by maintaining a professional demeanor, addressing client needs, and providing a seamless, comfortable ride experience.
- Route Optimization & Traffic Management:** Utilize navigation tools and real-time traffic updates to select the most efficient routes, minimizing delays and ensuring a smooth journey for clients.
- Vehicle Maintenance & Safety Compliance:** Regularly inspect and maintain vehicle cleanliness, fuel levels, and safety features to adhere to company standards and ensure client safety at all times.

Warehouse Operator

November 25, 2017 – August 2023

Aramex Emirates LLC

- **Inventory Management & Stock Control:** Efficiently manage and monitor inventory levels, ensuring accurate stock counts and timely updates to the system to minimize discrepancies.
- **Order Fulfillment & Packaging:** Process incoming shipments and outgoing orders, accurately picking, packing, and labeling items to meet client specifications and delivery deadlines.
- **Quality Assurance & Safety Compliance:** Conduct regular quality checks on shipments, adhering to safety standards and protocols to maintain a secure and organized warehouse environment.
- **Equipment Operation & Maintenance:** Operate forklifts, pallet jacks, and other warehouse machinery, performing routine maintenance to optimize performance and prevent downtime.

Car Courier

April 8, 2015 – November 10, 2017

Aramex Emirates LLC

- **Timely Parcel Delivery & Pickup:** Efficiently deliver and collect packages to/from clients within assigned routes, ensuring adherence to tight schedules and service-level agreements.
- **Customer Service & Communication:** Interact professionally with customers, providing updates, resolving delivery issues, and ensuring a positive client experience throughout each interaction.
- **Route Planning & Navigation:** Optimize delivery routes using GPS and mapping tools to reduce travel time and fuel consumption while meeting delivery deadlines.
- **Shipment Handling & Documentation:** Verify shipment details, handle packages with care, and accurately maintain delivery logs, receipts, and proof of delivery to ensure compliance with company procedures.

LANGUAGES

- English
- Arabic
- Urdu
- Hindi
- Pashto