



ZOHAIB HASSAN

📍 Dubai, UAE

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SKILLS

- UAE LTV Licence Holder Since 2010
- Computer proficiency
- Communication skills
- Organizational know-how
- People skills
- Collaboration talent
- Problem-solving abilities
- Safe driving practices
- Knowledge of [Software]
- Customer assistance
- Highly motivated
- Polite and friendly
- Microsoft Excel
- Google Workspace
- Active listening
- Self-disciplined
- Compassionate care
- Multilingual
- Cleaning
- Meeting expectations
- Quality focused
- Relationship building and management
- Problem-solving
- Technical skills
- Professional manner
- Team leadership

SUMMARY

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities.

EXPERIENCE

January 2022 - January 2023

Pro Administration Silver Oaks | Pakistan

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Collect and give regular updates on all labor and immigration standards from the government offices to keep the HR office well informed for any changes in procedures and rules
- Assure all business and trade Licenses are updated, follow-up on official approvals and permits, to prevent unnecessary violations

January 2020 - January 2023

Taxi Driver Limousine Taxi Abu Dhabi Airport | Abu Dhabi, UAE

January 2013 - January 2023

Taxi Driver Abu Dhabi National Hotels | Abu Dhabi, UAE

- Collecting clients at the start of their journey
- Assisting clients with the loading and unloading of their baggage and other personal belongings, as needed
- Starting and stopping the taximeter at the correct times
- Selecting the fastest route to the client's destination, unless otherwise requested
- Driving clients to their destinations
- Informing clients of services and attractions that may be of interest to them
- Adhering to road regulations

LANGUAGES

Arabic:

English:

Urdu:

EDUCATION

MATRIC

GOVT.HIGHER SECONDARY SCHOOL, Pakistan
GPA: GOOD GRADE

PERSONAL INFORMATION

- Passport Number: BG6808634
- Date of birth: 09/17/88
- Gender: Male
- Nationality: Pakistan
- Marital status: Married
- Visa: Employment visa

DISCLAIMER

I hereby certify that above information is true and correct to the best of my knowledge and belief.