



Muhammad Kaleem

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Objective:

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. To pursue a career in a progressive organization, through which I can enhance my skills and get opportunity to prove my capabilities and be a contributor to the growth of the organization.

Strengths, Skills and Abilities:

- Reliable and safety-oriented Driver with 4 year hands-on experience in light and heavy vehicle driving.
- Committed to ensure the safety of passengers, merchandise and vehicle.
- Excellent communicator who responds quickly in emergency situations.
- Proven ability to read maps and use GPS systems.
- Familiar with routes, locations and addresses in and around city.
- Able to perform minor repairs of all kinds of vehicle.
- Demonstrated ability to keep the vehicle clean.

Employment Recital

HI TECH PREECAST - Dubai 2018 TO 2021

Worked as a office Assistant/Driver. Job profile:

- Prepare and mail out invoices daily.
- Organize and track purchase orders.
- Assist with processing payments.
- Handle delivery queries.
- Liaise with customers and suppliers.
- Create and maintain customer databases.
- Prepare correspondence, memos and quotes.
- Send out email marketing campaign.
- Followed maps to deliver the merchandise.
- Obtained valid signature on delivery documents.

Compart Auto Auction: 2015 June to 2017 Dubai

Worked as a Office Assistant /Driver:

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.

- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Skills

- Able to work individually and as a team.
- Hard working committed and result oriented capable of working independently.
- An accommodative attitude blended with a keen sense of responsibility and willing to learn.
- Effective organizational skills with planning, coordinating and leadership and controlling capabilities.
- Able to work under pressure with minimum supervision.

Professional Qualification, Internship & Training:

Matric Board of Intermediate Secondary Education, Lahore in 2007

Personal Vitae

Interests	:	Bike trips, Car drive, Sports, Surfing net.
Gender	:	Male
Marital Status	:	Single
Date of Birth	:	5th June 1993
Language Proficiency:		English, Urdu,(Arabic listening)
Father Name	:	Saleem Khan
Visa	:	Vist Visa (3 Month)
U.A.E Driving License:		Expiry on date 16 January 2026
Nationality	:	Pakistan

DECLARATION: I do hereby declare that the above mentioned information's are correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.