

# Mohammad Afroze Khan

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## Applied for Light Driver

### Objectives

To achieve the respective position in companies where I can use all my experience and knowledge in the field.

### Total Work Experience: 15 years

- 05 Years as driver in GCC
- 10 Years' Driver in India

### Job duties

- Drive Vehicle for official travel and business or as requested by representative.
- Passing documents and messages to the office and related department.
- Ensure punctuality and safe transport.
- Complying with all safety norms and regulations of working.
- Ensure the vehicle is kept clean at all the times.
- Completing all tasks as assigned by the supervising manager.
- Assist the admin office to ensure vehicle insurance and registration is updated according to schedule.
- Prepare and submit the vehicle monitoring report including record of vehicle maintenance, expense, Mileage at end of each month
- Coordinating work functions with co-workers and other organizational departments.
- Following all safety norms and standard operating procedures of working.

### Languages Know

- Hindi
- English

- Urdu
- Arabic

## **Personal Profile**

**Date of Birth** : **30-10-1987**

**Father's Name** : **Mr Mohammed Khursheed**

**Religion** : **Islam**

**Nationality** : **INDIAN**

**Sex** : **MALE**

**Marital Status** : **Married**

**Passport Number** : **V9043463**

**Qatar license Numb** : **28735656402**

**Qatar Driving license** : **Available, Validity 13-11-2023**

## **Declaration**

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

Place:

Date:

Signature.