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***SHAMSUDEEN SAHABDUEEN VALEA***

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***Professional Driver with Holding UAE Automatic LMV DL***

***CAREER SUMMARY***

*14 Years of Experienced in* ***Professional Driver*** *to Mobilize Company* ***Staffs*** *&* ***Site Employees*** *and to co-ordinate all* ***mobilization including Site Materials, Official Documents Etc****.* ***with Luxury and non Luxury Vehicle****, with passion for management. Results oriented with a proven track record of improving overall operations within a company or department. Adept in analytical thinking, strategic planning, and the management of staff and procedures.*

***WORK EXPERIANCE***

***Professional Driver cum at Tahir Hassan Electromechanical Services L.L.C*** *to Mobilize* ***Staffs*** *&* ***Site Employees*** *and to co-ordinate all staff to achieve their works and targets.*

1. ***Key Skills:-***

* *To Mobile all staffs from their accommodation on time as per their Schedule.*
* *To Mobilize all the Site Employees in the absent of Site Driver*
* *To Coordinate With Sales Manager to achieve sales Targets.*
* *To Coordinate With Debt Collection Executive.*
* *To Coordinate With Procurement Staff to buy Site Materials.*
* *To Coordinate With Office Admin to delivery of Official Documents.*
* *To Coordinate With HR to go Tasheel, Tasjeel, Tawjee, Etc.,*
* *To go Banking works Etc.,*
* *Knowledge of all Road in U.A.E to Manage Traffic to reach the destination on time*
* *Knowledge to use Google MAP to reach the unknown Destination Etc.,*
* *Good Relationship with mechanics for maintain vehicle on break downs etc.,*

1. ***Educational Qualification***

## *Diploma in Computer Application*

1. ***Language Knows***

## *ENGLISH with Fluency of Conversation, Reading & Writing*

## *HINDI with Fluency of Conversation, Reading & Writing*

## *TAMIL with Fluency of Conversation, Reading & Writing*

1. ***Driving License***

## *HOLDING OF UAE DRIVING LICENCE LIGHT MOTOR VEHICLE (AUTOMATIC)*

1. ***Digital Skills***

*Microsoft Oﬃce (Word, Excel, PowerPoint Outlook) internet user / E-mail use / Responsibility / curious / Active listening / Friendly / Gmail / Respectful / Ability to Work Under Pressure / Creativity and problem solving / positive thinking / Respect and good atmosphere in teamwork.*

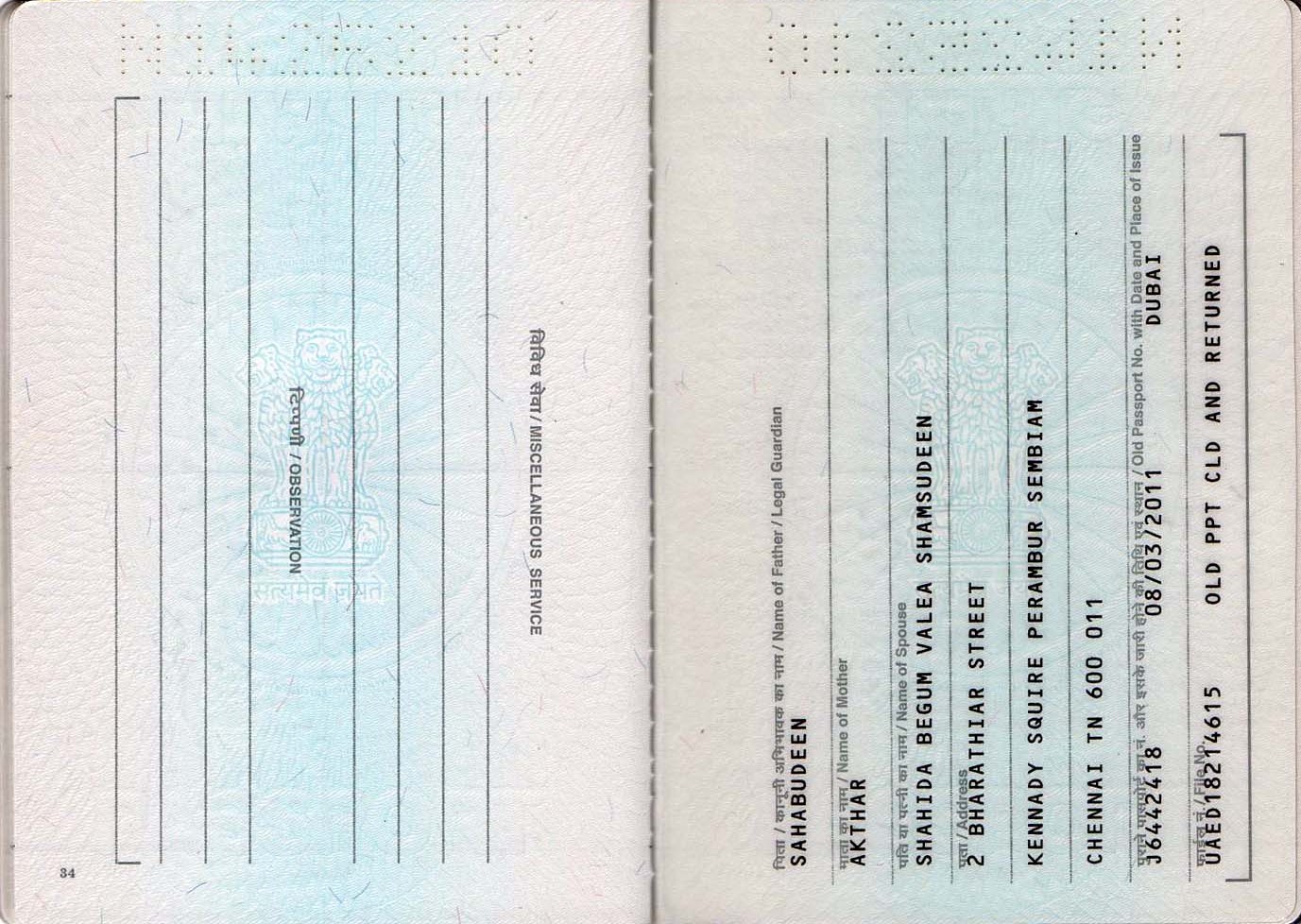
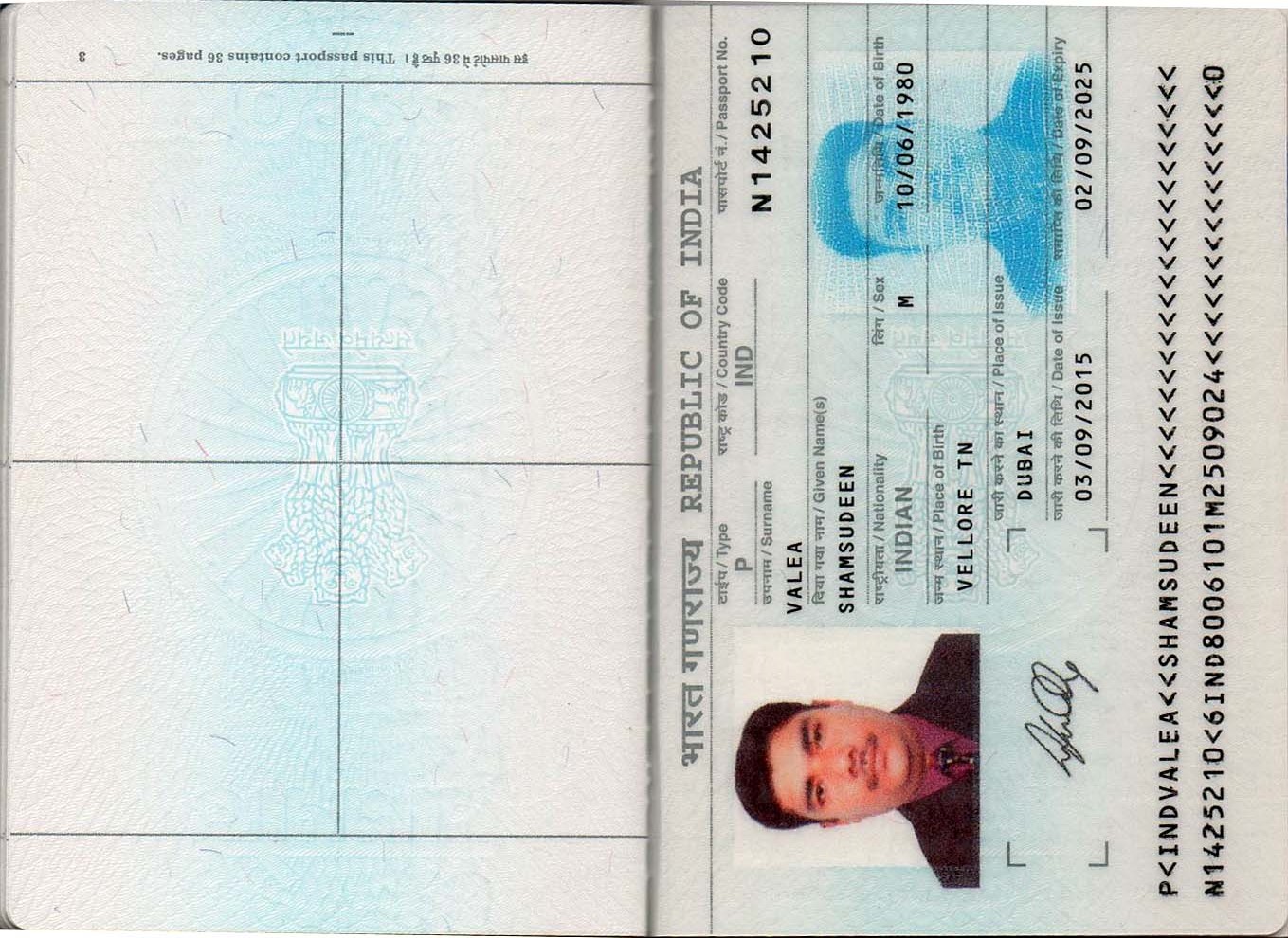
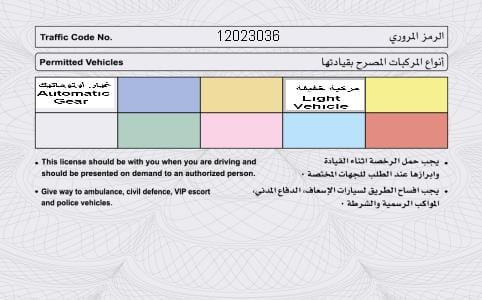
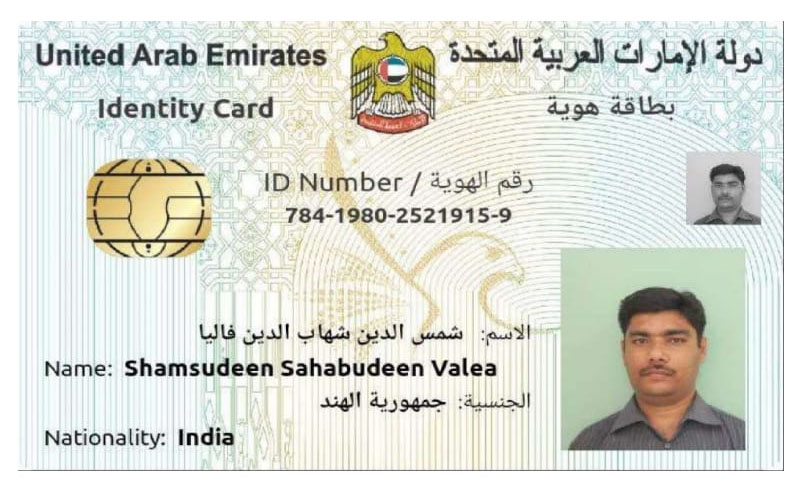
***The above furnished details are true and correct with the best of my knowledge.***

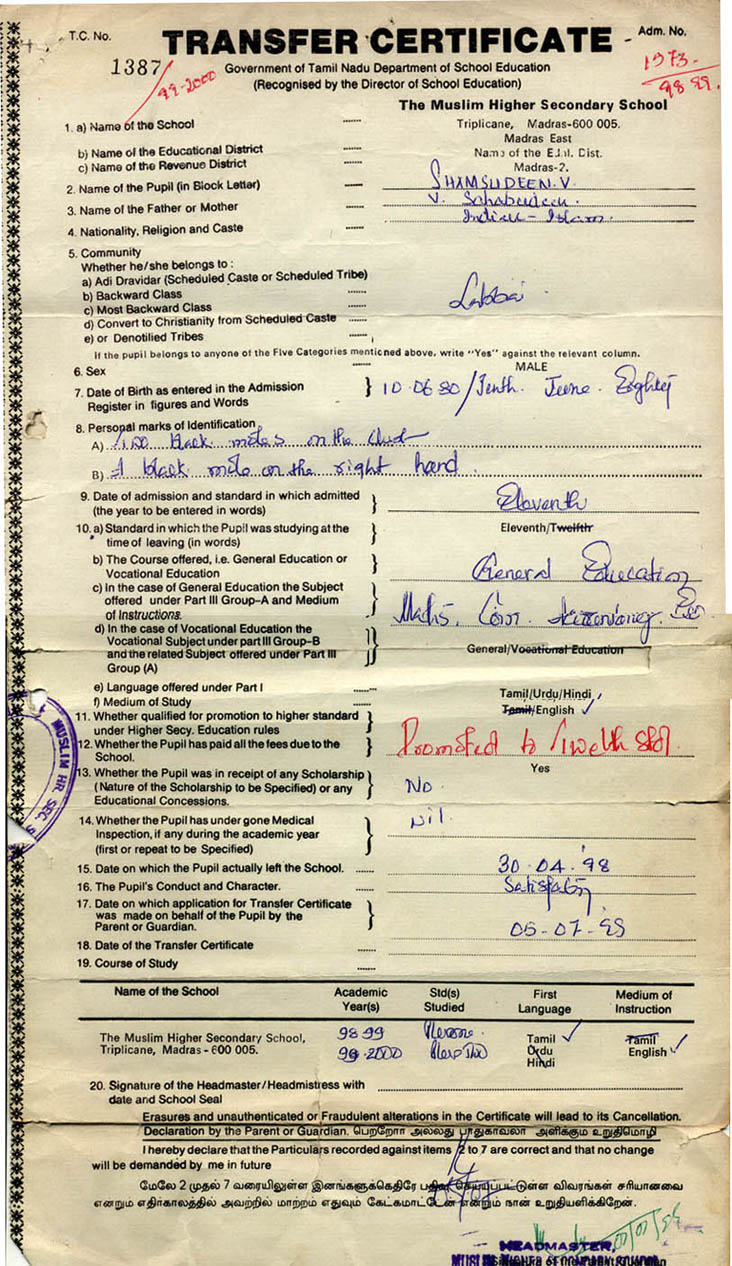
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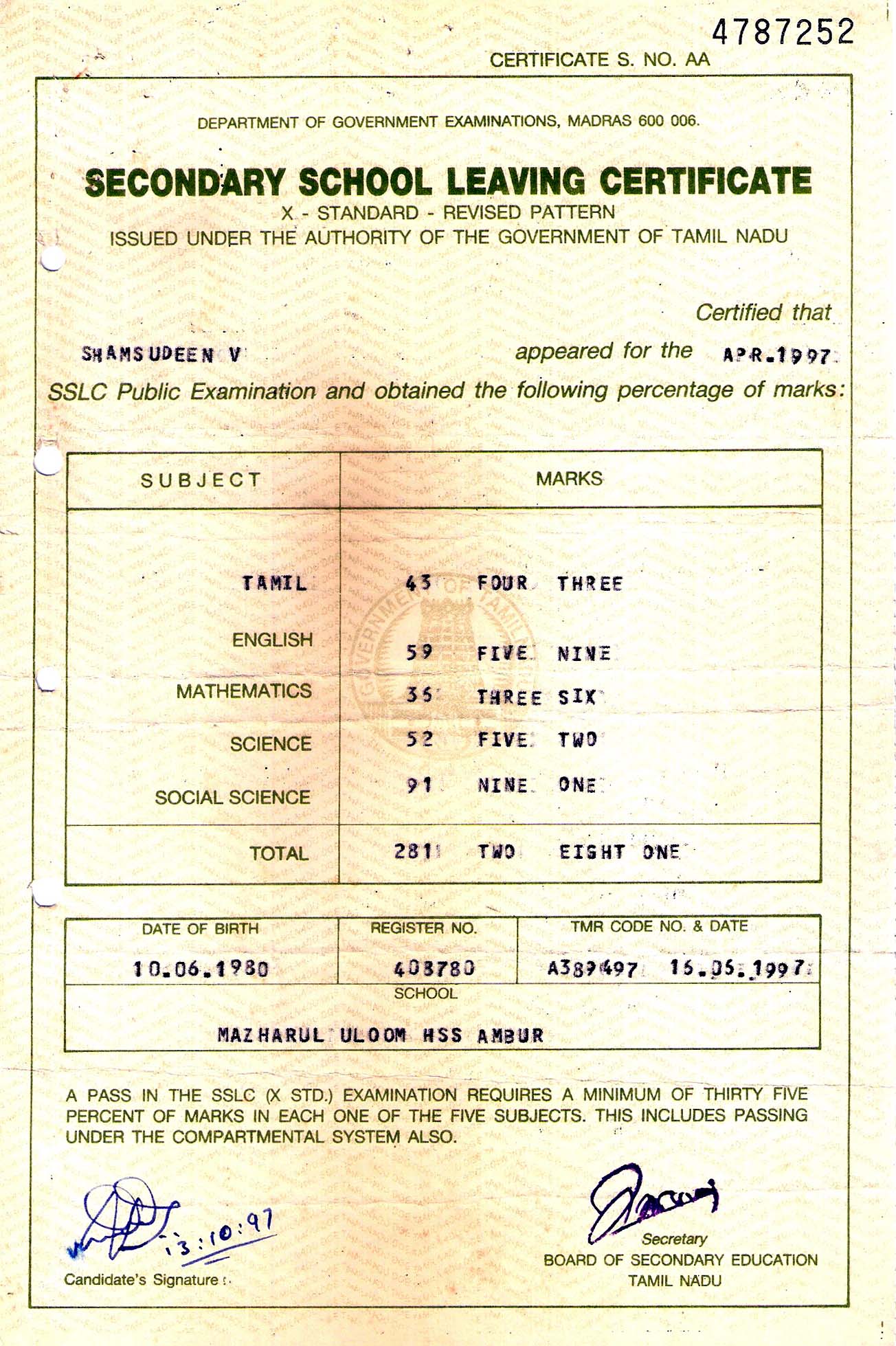
***Date:*** *9 May 2023*

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