



IRFAN UL MULK

(PROFESSIONAL LITE DRIVER)

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SUMMARY

Experienced Lite Driver with over 10 years of service in the Gulf Cooperation Council (GCC) region, delivering safe and reliable transportation with a focus on customer satisfaction. Skilled in communication, route planning, and vehicle maintenance to ensure comfortable and efficient rides. Known for upholding the highest standards of professionalism and safety on diverse GCC roads.

Additional experience includes 1 year at Snoonu Qatar and 2 years at SATC Trading WLL Qatar, further enhancing local driving expertise and organizational adaptability.

WORK EXPERIENCE (10 YEARS)

- 1. Snoonu Qatar (Delivery Driver)** **July 2023 - Present**
 - Delivering exceptional service as a dedicated delivery driver for Snoonu Qatar, ensuring prompt and accurate delivery of orders to customers.
 - Utilizing local knowledge and efficient route planning to optimize delivery times and customer satisfaction.
 - Adhering strictly to company policies and safety standards, maintaining a spotless driving record.
 - Demonstrating strong interpersonal skills, providing courteous and professional interactions with customers.
- 2. SATC Trading W.L.L Qatar. (LTV Driver and Customer Delivery Driver)** **Jan 2021- May2023**
 - Successfully operated as a Light Transport Vehicle (LTV) driver and customer delivery driver for SATC Trading WLL, ensuring timely and safe transportation of goods and materials.
 - Developed strong familiarity with local routes and traffic patterns, optimizing delivery schedules and reducing transit times.
 - Provided exceptional customer service through prompt and courteous delivery interactions, consistently meeting client expectations.
 - Maintained vehicle cleanliness and performed routine maintenance checks, ensuring operational efficiency and safety compliance.
- 3. Limousine Company Damam KSA . (LTV Driver Driver)** **April 2016- Nov 2020**
 - Provided professional limousine transportation services, ensuring safe and comfortable journeys for clients.
 - Demonstrated expertise in local routes, optimizing travel efficiency and enhancing passenger satisfaction.
 - Upheld high standards of customer service, maintaining vehicle cleanliness and safety.
- 4. Bank AL. Habib Pakistan (LTV Driver Driver)** **Jan 2014 - Feb 2016**
 - I served as a Driver to the Bank Manager at Bank Al Habib Pakistan from 2014 to 2016. In this role, I provided reliable transportation and ensured the safe and efficient travel of the bank manager to various appointments and locations. I maintained a high level of professionalism, discretion, and punctuality, contributing to the smooth operation of daily activities

EDUCATION

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|---|--------------------|
| Bachelor in Arts (B.A) <ul style="list-style-type: none">University Of Malakand Pakistan,Kpk | 2006 - 2008 |
| DAE (Electrical) Associate Electrical Engineering <ul style="list-style-type: none">Board of Technical Education Peshawar Pakistan | 2003 - 2006 |
| DIT (Diploma in Information Technology) <ul style="list-style-type: none">Board of Technical Education Peshawar Pakistan | 2005 - 2006 |
| SSC (Science) <ul style="list-style-type: none">Malakand Board Kpk, Pakistan | 1999 - 2001 |

LANGUAGES

english	<div><div></div></div>
Arabic	<div><div></div></div>
Urdu	<div><div></div></div>
Hindi	<div><div></div></div>

PROFESSIONAL SKILLS

I bring extensive experience as a Driver to the Bank Manager at Bank Al Habib Pakistan from 2014 to 2016, demonstrating excellent knowledge of traffic laws, regulations, and safe driving practices. I possess strong navigational and route planning skills, ensuring efficient and timely transportation. My ability to handle various types of cargo and meticulous attention to detail in paperwork and record-keeping contribute to operational efficiency. I excel in effective communication and interpersonal skills, crucial for maintaining professional relationships. Additionally, I leverage proficient IT and computer skills, complemented by time management, organizational abilities, and familiarity with basic vehicle maintenance and troubleshooting.

AIMS AND GOALS

My goals are focused on continuous growth and contribution in my career. I aim to further enhance my skills in driving and transportation management, while also expanding my proficiency in IT and computer systems. I aspire to leverage my experience and knowledge to pursue opportunities that allow me to excel in a dynamic and challenging environment. Ultimately, I am dedicated to achieving success through hard work, dedication, and ongoing professional development.

RESPONSIBILITIES

- Safely transport passengers across the Gulf Cooperation Council (GCC) region, adhering to local traffic laws and regulations.
- Maintain a clean and well-maintained vehicle to ensure passenger safety and comfort.
- Plan efficient routes to optimize travel time and reduce fuel consumption.
- Provide exceptional customer service by ensuring passengers' needs are met promptly and courteously.
- Handle various types of cargo and deliveries with care and attention to detail.
- Conduct vehicle inspections before and after each trip to ensure operational readiness.
- Keep accurate records of mileage, fuel expenses, and maintenance activities.
- Communicate effectively with passengers and colleagues to coordinate schedules and resolve any issues that may arise.
- Adapt driving techniques to diverse road and weather conditions across the GCC region.
- Maintain confidentiality and discretion when handling sensitive information or transporting VIP passengers.