**CURRICULAM VITAE**

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**SYED YUSUF**

*Driver & Office Assistant*

Mobile no: +91 9150347943

E-mail : kalilayusuf2020@gmail.com

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**CAREER 0BJECTIVES**

   An excellent Driver looking for challenging role in a reputable organization to utilize my driving skills as well as office assistant knowledge. Looking for great opportunity to further develop my skills and for my career growth.

**WORK EXPERIENCE**

**HOUSE DRIVER – DOHA, QATAR**

**PERIOD -** 2018 to till date.

* Pick up clients and drop them off at destinations on time.
* Carrying out all homework’s like shopping, dropping the owner families to shops, college and offices
* Perform vehicle inspections at the beginning of every day to determine when maintenance is required.
* Conduct routine maintenance on own but also realize when a repair job requires the assistance of a professional.
* Drive clients around at any time whether it is late at night or on the weekends.

**PERSONAL & OFFICE DRIVER – BAHRAIN**

**PERIOD -** 2012 to 2018.

* Excellent driving record
* Thorough knowledge of Workplace Health and Safety procedures and practices
* Superior time-consciousness and punctuality
* Maintained company vehicle cleanliness on a daily basis.

**HOUSE DRIVER – RIYADH, SAUDI ARABIA**

**PERIOD -** 2009 to 2012.

* Picked up clients and visitors from required locations till destinations.
* Exceptionally good character and discipline
* Ability to provide assistance with luggage and cargo.
* Performed daily pre- and post-trip company vehicle inspections.

**OFFICE ASSISTANT – Al Amana cleaning company, DUBAI**

**PERIOD -** 2003 to 2009.

* Assisting all office related works and maintaining office documents.
* Proficient in managing the documents.
* Expert in prioritizing the work.
* Excellence in providing comprehensive secretarial and administrative support to colleagues.

**EDUCATIONAL QUALIFICATION**

* SSLC 10th Standard completed from Ilayangudi Higher secondary school, Tamil nadu. Year - 1999

**OTHER QUALIFICATION**

* Having Valid Qatar License
* Experienced driver in Saudi & Bahrain with valid license

 **COMPUTER KNOWLEDGE**

* Basic computer knowledge and MS Word, MS excel

**PERSONAL DEATAIL:**

Father’s Name : Raja Mohamed

Date of Birth                        : 12 April 1983

Mother Tongue                     : Tamil

Nationality                             : Indian

Religion                                 : Muslim

Gender                                   : Male

Marital Status                        : Married

Languages Proficiency         : English, Hindi, Malayalam and Arabic

Passport number : J7425727

**DECLARATION**

                                              I hereby declare that all above mentioned information is an accordance with fact or truth up my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

  **(R.Syed Yusuf)**