

KALAB ABBAS

Contact #: +97477187421
Email: kalababbas87@gmail.com
Address: Al Mansoura

Objective

I am Seeking for as opportunity of working in dynamic organization where my education, experience, strong aptitude for presenting technical skills and proficiency could be effectively utilized for the benefit of an organization and as well as for the enhancement of my career.

Personal Profile

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|-------------------|---|---|
| ❖ Name | : | Kalab Abbas |
| ❖ Father Name | : | Mazhar Hussain |
| ❖ Date of birth | : | 13-05-1992 |
| ❖ Nationality | : | Pakistani |
| ❖ Visa Status | : | Employment Visa |
| ❖ Religion | : | Islam |
| ❖ Marital Status | : | Married |
| ❖ Driving License | : | HTV + LTV (Pakistan) |
| ❖ Driving License | : | Light Vehicle (Abu Dhabi) Issue Year 2013 |

Experience

| | |
|-----------------|------------------------------------|
| Organization | Flawless Rent-A Car (Dubai) |
| Tenure | Jan 2015-Feb 2018 |
| Job Description | Driver |

Responsibilities

- ✓ Transporting clients from airports to hotels and vice versa.
- ✓ Carrying out vehicle maintenance checks.
- ✓ Picking up office purchases or other administrative needs.
- ✓ Utilizing navigation apps to find the most optimal route.
- ✓ Interacting with clients in professional conduct.
- ✓ Working at night and on weekends.
- ✓ Maintaining an organized travel schedule.
- ✓ Ensuring that vehicles have sufficient gas and are always ready for use
- ✓ Arranging for vehicle repairs when necessary.
- ✓ Updating monthly mileage records.

| | |
|-----------------|--------------------------------------|
| Organization | Red Palace Rent-A Car (Dubai) |
| Tenure | Feb 2013- Dec 2014 |
| Job Description | Driver |

Responsibilities

- ✓ Transporting clients from airports to hotels and vice versa.
- ✓ Carrying out vehicle maintenance checks.
- ✓ Picking up office purchases or other administrative needs.
- ✓ Utilizing navigation apps to find the most optimal route.
- ✓ Maintaining an organized travel schedule.

- ✓ Ensuring that vehicles have sufficient gas and are always ready for use
- ✓ Arranging for vehicle repairs when necessary.
- ✓ Updating monthly mileage records.

Skill

| <u>GENERAL SKILLS</u> | <u>PROFESSIONAL SKILLS</u> |
|---|--|
| <ul style="list-style-type: none"> ✓ Business Ethics ✓ Ability to work under pressure & in a team environment, ✓ Corporate Communications. | <ul style="list-style-type: none"> ✓ Inter Browsing & Searching ✓ Hardware & Basic Networking ✓ Associated with the Leading Transport Company in UAE Since Jan 2013 to Feb 2018 on different positions. |

Education

| <i>DEGREE</i> | <i>BOARD</i> | <i>YEAR</i> | <i>Division</i> |
|---------------|---------------|-------------|-----------------|
| Matric | BISE Sargodha | 2008 | 2 nd |
| FA | BISE Sargodha | 2010 | 2 nd |

Languages

- Fluent in writing and Speaking ENGLISH.
- Beginner in Speaking ARABIC
- Fluent in writing and Speaking URDU & PUNJABI

Hobbies

- Reading
- Designing
- Photography
- Driving

Referees

- ♣ Will be furnished on your demand.