

Abdullah Khan

POSITION APPLIED: DRIVER

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Summary

Experienced and safety-conscious driver with a proven track record of delivering goods and passengers safely and on time. Seeking a challenging driver position with a reputable company where my skills and dedication to road safety can contribute to efficient transportation services.

Skills

- Thorough knowledge of automobile and equipment safety.
- High flexibility in scheduling, including nights, weekends and holidays.
- Excellent driving ability, even in poor weather conditions.
- Good availability for assignments on short notice.
- Good problem-solving and analytical skills.
- Strong interpersonal and client service skills.
- Use navigation applications to determine the best route.
- Able to operate computer.
- Vehicle maintenance and inspection.

EDUCATION:

- SSC from Amar Nath High School Shankar Pur Madhubani.

PROFESSIONAL EXPERIENCE

Total 10 Years of experience as driver.

Company: Jamran Trading & Contracting Co.

Date: Feb-2013 to Jan 2017

Position: Driver & Messenger

Roles & responsibility

- Responsible for the safe and timely transportation of goods/passengers to various destinations.
- Maintain a clean and mechanically sound vehicle, conducting regular inspections and maintenance.
- Plan and optimize delivery routes to ensure on-time deliveries and fuel efficiency.
- Handle and document delivery paperwork, including bills of lading, invoices, and receipts.

Company: Select Rent A Car

Date: March 2017 to February 2019

Position: Driver

Roles & responsibility

- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner.
- Provide excellent customer service, addressing inquiries and concerns professionally.
- Adhere to all traffic laws and safety regulations, maintaining a clean driving record.
- Assisted passengers with boarding, securing seatbelts, and handling special requests.
- Performed minor vehicle repairs as needed.
- Reporting any accidents, injuries, and vehicle damage to management.

Company: Sensible Limousine

Date: April 2019 to till date

Position: Driver

Roles & responsibility

- Pick up and drop off customer to his designated location by choosing the best routes.
- Responded calmly and efficiently to unexpected situations, such as traffic delays or emergencies.
- Kept daily pick-up records.
- Interact with clients professionally at all times.