



# Mohammed Imran Khan

## Position Applied: LTV Driver

Valid Ltv License of Qatar, Oman & U.A.E

### Objective:-

To join a highly professional team in the field of driver in order to groom my professional abilities within a dynamic and progressive environment where enthusiasm, dedication and the ability to manage tasks effectively are pre-requisite in driving the organization forward.

### 14+ Year's PROFESSIONAL EXPERIENCE

- 1) Position:-** Executive Driver **Company:-** Arabian Supplies Qatar  
**Duration:-** (Nov-2022 to present)
- 2) Position:-** Executive Driver **Company:-** Almari dairy company  
Oman **Duration:-** (2009 to 2018)
- 3) Position:-** Office Driver **Company:-** NFPC U.A.E  
**Duration:-** ( 2007 to 2009)

### Duties & Responsibilities:

- Transport clients and packages to and from destinations.
- Arrive at destinations on schedule, time-consciousness and punctual.
- Fulfill administrative needs, like office pickups.
- Use navigation applications to determine the best route.
- Ensure that the vehicle is always fueled and ready for use.
- Arrange for vehicle repairs as needed.
- Driving clients daily to their desired destinations.
- Maintaining the vehicle safe and clean.
- Provide safe transportation for staff, guests, and clients.
- Ensure to deliver service to highest standards while adhering to all policies and procedures.
- Maintain vehicle mileage logs.
- Drive courteously and safely.
- Maintain a safe driving record.
- Fetching and welcoming clients at the beginning of their trip.
- Loading and unloading clients' possessions, as required.
- Traveling via the most efficient routes, unless otherwise directed.
- Complying with road regulations at all times.
- Ensuring that clients' identities and conversations remain confidential.
- Apprising clients of local services that may be of use to them.
- Ensuring that the automobile remains clean and well maintained.

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### Personal:

Valid Qatar LTV driving license.

Religion: Islam

Nationality: Pakistan

DOB: 12-june-1982

### ACADEMIC QUALIFICATIONS

Bachelor of Arts (B.A)

INSTITUTE:THE UNIVERSITY OF AZAD JAMMU & KASHMIR.

### PERSONAL SKILLS:

- 1:- Work effectively in cross-functional teams
- 2:- Co-operative and effective communicator.
- 3:- Strong analytical and problem solving.
- 4:- Goal orientated with focus on deliverables
- 5:- Flexible and reliable

### COMPUTER SKILLS

- Microsoft Word
- Microsoft excel

### LANGUAGES

- English.
- Arabic
- Urdu
- Hindi