

JABIR MAJEED

Light Vehicle Driver



SUMMARY

Experienced and reliable Company Driver with twenty years of UAE work experience at well-established companies. Dedicated professional experienced in liaising with various Government/Legal Offices for all Employee/Office related affairs, Labor and Visa application, trade license renewals. Mindful of all current safety rules governing large vehicle operation. Hardworking professional expert in company's and local authority safety rules & regulations

EXPERIENCE

Driver cum Messenger

Dec 2006 – Jul 2022

Parsons Overseas Limited, Dubai and Abu Dhabi

- Supported HR department in employee visa services, legal paperwork and license renewal
- Collected and delivered documents from and to various external departments such as Ministry of Labor, Embassies, Traffic, Etisalat/Du and Banks
- Liaised with PRO & HR department with regards to documents required to process visa of new employees and visa renewal, cancel/transfer visas
- Ad hoc duties as assigned by HR department
- Collected and delivered documents/emails from main office to all project site offices,
- Collected and delivered tender/proposal documents to various clients
- Sorted and distributed letters/documents to respective departments
- Submitted general correspondences, utility agencies letters to various clients and other agencies
- Collected and submitted project related NOCs, letters, cheques as per administrator's requirement
- Submitted invoices and collected payments (cheques) from various client offices
- Supported accounts department by collecting and depositing cheque to the bank and client offices
- Pick and drop of employees for medical tests and renewal of Emirates ID
- Pick and drop of new employees from airport to office as assigned by HR department
- Pick and drop of site engineers, Sr. Management/Top Management as assigned by Project Resident Engineer
- Maintained proper log and bills record of fleet servicess
- Performed other duties as assigned by Project Resident Engineer

Company Driver

Dec 2004 – Dec 2006

Trans Continental Industries LLC (Bin Jaber Group), Abu Dhabi, UAE

- Purchase goods (hardware) upon instruction of the Project Manager
- Drove company executives and clients to various city locations as assigned.
- Pick and drop of clients from airport to office as assigned
- Responsible to collect and submit company's confidential documents like cheques
- Ad hoc duties as required by reporting Manager

Office Assistant

Oct 2001 – Jan 2004

Parsons De Leuw Cather International Limited, Abu Dhabi, UAE

- Handled incoming calls and other communications
- Managed filing system
- Performed general office clerk duties
- Data Entry

PERSONAL INFO

Email: jabirzjabi@gmail.com

Mob: +971 503169932

Nationality: Indian

Visa Status: Employment Visa

Driving License: Valid UAE driving license

Languages: English, Malayalam, and Hindi

Notice Period: Immediate

SKILLS

- Proven experience as a Driver and clean driving record
- Sound knowledge of road safety regulations.
- Familiarity with GPS devices
- Knowledge of area roads and neighborhoods
- Ability to lift heavy packages and luggage
- Availability to occasionally take weekend and night shifts
- Polite and professional personality
- Ability to remain calm in stressful driving situations

EDUCATION

- Diploma in Computer Service Engineering from Accel IT Academy, Kerala, India in Aug 2000
- Secondary level of education - Kerala, India in 1997

CERTIFICATION

- Auto Electrician Course from Sreerama Government Polytechnic, Kerala, India in Nov 1999