

BIJU VALUPARAMBIL ARAVINDAKSHAN

LIGHT VEHICLE DRIVER



CONTACT

- +971 551364605
- bijukunju@gmail.com
- Dubai, UAE

ACADEMIC CREDENTIALS

- PRE DEGREE | 1995**
 - Calicut University
- SSLC**
 - Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

- MS Office ★★★★★
- D-Brix ★★★★★
- Basic Operation ★★★★★
- Internet & E- Mail ★★★★★

LANGUAGES KNOWN

- English 100 %
- Malayalam 100 %
- Hindi 100 %
- Tamil 90 %

PASSPORT & VISA DETAILS

- Passport Number : S2035318
- Date of Expiry : 03-05-2028
- Visa Status : Visit Visa

DRIVING LICENSE DETAILS

- Holder of Valid **UAE** Driving License
- License Number : 73816
- Date of Issue : 30/04/2005
- Date of Expiry : 27/04/2025

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

- Adaptability
- Work Ethic
- Concentration
- Knowledge of Traffic Laws
- Multi - Tasking
- Time Management
- Physical Fitness & Strength
- Detail Oriented
- Maintenance Knowledge
- Responsible
- Analytic Skills

EMPLOYMENT CHRONICLE (13 Years' Experience)

- DRIVER AND CUSTOMS CLEARANCE EXECUTIVE | 3.5 Years**
KHK SCAFFOLDING AND FORMWORK LLC, AJMAN, UAE
- LIGHT VEHICLE DRIVER (OFFICE & MESSENGER) | 4 Years**
KHK SCAFFOLDING AND FORMWORK LLC, AJMAN, UAE
- LIGHT VEHICLE DRIVER (COMPANY CHAIRMAN'S) | 2.5 Years**
KHK SCAFFOLDING AND FORMWORK LLC, AJMAN, UAE
- LIGHT VEHICLE DRIVER (OFFICE) | 3 Years**
KHK SCAFFOLDING AND FORMWORK LLC, AJMAN, UAE

KEY RESPONSIBILITIES

- Pick up clients from the place and at the time they've requested.
- Listen to traffic and weather reports to stay up-to-date on road conditions.
- Adjust the route to avoid heavy traffic or road constructions, as needed.
- Schedule regular car service appointments and report any issues.
- Book car wash and detailing services to maintain interior and exterior cleanliness of the car.
- Performed as a company messenger (banks, port and customs & government authorities).
- Updating monthly mileage records.
- Arranging for vehicle repairs when necessary.
- Utilizing navigation apps to find the most optimal route.

INTERESTS

- Songs
- Travelling
- Driving

REFERENCE

- Available upon request

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

- Gender : Male
- Date of Birth : 05/05/1978
- Nationality : Indian
- Marital Status : Married
- Permanent Address : Valuparambil House
Edathiruthy Post, Thrissur
Pin: 680703 Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

BIJU VALUPARAMBIL ARAVINDAKSHAN