



ABDUL HAKEEM UM

PROFESSIONAL SUMMARY

Hardworking Driver with expertise providing excellent transportation services. Engaging and pleasant personality with safe and accident-free driving record.

WORK HISTORY

DRIVER MESSENGER 02/2012 to 05/2022

UAE EXCHANGE CENTRE LLC, ABUDHABI, UAE

- Provide safe and punctual driving services to the employees for duties on working Days
- Excellent knowledge of "route" and respectful of UAE driving law.
- Regular checking and follow up of the driver planning using the transport board or as instructed by the Manager.
- Collecting the mail from post office as instructed on the transport schedule and delivering mail and invitations.
- Deliver payment documents to the bank and other offices and collect currency in cash.
- Ensure the safety of passengers and vehicles at all times when on duty

LIGHT VEHICLE DRIVER 01/2007 to 12/2011

FANCY BUS RENTAL, DUBAI, UAE

- On-time pick-up and drop-off of employees from their residence rooms to their places of work.
- Keep up a travel log to record areas travelled to, travel time, and work hours
- Dress professionally and in accordance with company's dress code.

SKILLS

Delivery and collection of business related documents to various companies.
On-time pick-up and drop-off of employees from their residence rooms to their places of work.
Mail collection from the post office.

Document attestations and translations at various Govt. departments
Payment collection on documents.
Obey company rules and regulations.

EDUCATION

BOARD OF SECONDARU SCHOOL EXAMINATION,KERALA INDIA, KERALA
Certificate of Higher Education

LANGUAGES

Malayalam, Hindi: Native language

English: B1

Arabic: A2

Intermediate

Elementary

PERSONAL DETAILS

Date Of Birth : 04-05-1981

Nationality: Indian

Passport No: T 8167517

Religion : Islam

DECLARATION

I hereby declare that all the above information is correct and accurate. I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.

ABDUL HAKEEM UM