



DAVOOD SALAM

DRIVER

ABOUT

Looking for a platform where I can prove my talents and skill along with the empowerment of my knowledge through sincere efforts and thereby supporting the firm which I work for. Overall nine years of experience in different companies and positions.

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PERSONAL DETAIL

Nationality : Indian
Visa Status : Visit Visa (11/Aug/22)
Driving License : Light motor vehicle
(Manual) 07/01/14-05/01/25
Marital Status : Married
Date of Birth : 14/05/1993

EDUCATION

BACHOLER OF BUSINES
ADMINISTRATION (BBA)
JAIPUR NATIONAL UNIVERSITY
2017 - 2019

LANGUAGE KNOWN

English
Arabic
Hindi
Malayalam

SKILLS

Customer service
Messenger
Delivery driver
Driver and loader

HOBBIES

Traveling
Swimming
Football
Reading

WORK EXPERIENCE

DATA ENTRY OPERATOR

BARAKAT GROUP | Mar 2021 - July 2021

- Invoice, Sales order, Purchase order support and assistant
- Maintains database by entering new and updated customer and account information
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors
- Creating and sending invoices to the customers

DELIVERY DRIVER AND OPERATION CLERK

EMIRATES POST GROUP | Apr 2017 - Feb 2021

Achievement : Received best employee award

- Handling operations (Dispatch, Warehouse, Delivery unit, Call center)
- Ships items by examining destination, route, rate, and delivery time
- Inbound and outbound the shipment
- Responsible for providing administrative and clerical support to ensure effective and efficient management of the operations unit
- Communicating with supervisors or customers to resolve problems, requests for services or shipments
- Records keeping where all the POD for outgoing and incoming mails properly arranged as inquiries are concerned time to time
- Assisting the courier if there are huge shipments and supporting the back office
- Preparing daily work such as schedules

DELIVERY DRIVER

THE KANOO GROUP KRT LLC | Jan 2016 - Mar 2017

- Loading parcels, packages and pallets on to their vehicle
- Driving to delivery and/or pick up points
- Sorting and arranging the shipments
- Recording delivery POD and handling payments COD
- Returning to depot and unloading goods
- Moving goods to the warehouse

ADMINISTRATIVE ASSISTANT AND CUSTOMER SERVICE EXECUTIVE

GRAPHS MARK CENTRE LLC | July 2012 - Dec 2015

- Providing general support to customer
- Answer phone calls and responds to the email
- Organize and schedule meetings and appointments
- Contact suppliers for office equipment and ordering stationary
- Collecting the payment from clients and deposit
- Supporting the PRO and office staff to assist daily filling, Data entry and maintain all data up to date
- Designing and printing (Illustrator, CorelDraw, Photoshop, Canva)

DECLARATION

I here by declare, that all the above given information is true to the best of my knowledge.

DAVOOD SALAM P