

Tariq Moosa Muhammad Moosa

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Personal Summary

I am a skilled multi-tasking with an attitude of getting things done. I have the ability to perform under pressure of work and willing to put in whatever hours necessary to finish the job.

- Applying for DRIVER/ **PUBLIC RELATION OFFICER**

Driver

Bawaba Jaddah Technical Services LLC

Dubai Experience: (From August 2021 to

Till Continuing)

Driver

Business Guide Travel & Tourism LLC Dubai

Experience: 3 Years (Feb, 2010 to Jan, 2013)

Responsibilities

- Transporting clients from airports to hotels and vice versa.
- Carrying out vehicle maintenance checks.
- Delivering packages to customers in a timely manner.
- Picking up office purchases or other administrative needs.
- Utilizing navigation apps to find the most optimal route.
- Interacting with clients in professional conduct.
- Working at night and on weekends.
- Maintaining an organized travel schedule.
- Ensuring that vehicles have sufficient gas and are always ready for use.
- Arranging for vehicle repairs when necessary.
- Updating monthly mileage records.

Public Relations Officer

Pure Gold Jewelers LLC Dubai

Company Industry: Jewelry & Gold

Experience: 6 Years (May, 2013 to March, 2019)

Responsibilities

- Organize periodic renewal of Licenses
- Submission of correct documentation to the Ministry Of Labor for visa applications
- Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed
- Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
- Arrange medical tests, passports, memos, promotional draws and fine resolution.
- Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services
- (connections/disconnections/repairs), mail, electricity
- Accompany the employee as they exit the country.

Qualifications

Government Higher Secondary School

Location: Karachi, Pakistan May 2003

Computer Skills

Microsoft Office: Word, Excel, PowerPoint & Internet

Languages

Urdu: Speak, Write, Read

Arabic: Speak, Write, Read

English: Speak, Write, Read

Personal Information

Date of Birth: 1 January

1983 Gender: Male

Nationality: Pakistan

Passport Number: AB0899403

Residence Country: Dubai, United Arab

Emirates Visa Status: Employment Visa
(Transferable) **Marital Status:** Married

Notice Period: Immediately

Number of Dependents: 4

Driving License Type: Light Vehicle

3 Issue Date: 24/02/2009

Expiry Date : 24/02/2024

Issued From: Dubai, United Arab Emirates