

Shabeer Pukkayil Cherodath

Office Documentation & Driver

Mob: 00 971 568473431

Email: shabeerpc9@gmail.com



Language Spoken

EN

AR

HN

Years of experience

15

OBJECTIVE

To work in a professional and challenging environment where I can enhance my Skills and thereby contribute to the growth and credibility of the company.

STRENGTH

- Excellent communication, interpersonal skills & flexible.
- Able to function well under pressure created by work demands and time restrains.
- Quick Learner and excellent team player.
- Knowledge of UAE road such as Abu Dhabi, Dubai and other Northern emirates

PROFESSIONAL EXPERIENCE

- ❖ Best Furniture, Abu Dhabi(August 2007 to December 2010)
Salesman cum Merchandiser
- ❖ **Embassy of Kindom of Bahrain(2011 to 2013 July) Driver and documentation**
- ❖ Dubai Shopping, Oman, Muscat (2014- 2019) Driver cum Sales Executive
- ❖ Fibre Fruits and Vegetables Abudhabi, U.A.E (12/2020, till Present) Sales & Marketing .

Duties & Responsibilities:

- Assisting the Ambassador and other diplomats.
- Proper and efficient Delivery of mails and documents to Ministry of Foreign Affairs and other Government Organizations.
- Assisting all Immigration related works for the employees under the Embassy.
- Assisting new diplomats in matters such as Housing diplomatic cargo, School registration, Car registration, Driving License, Diplomatic id, Airport passes, Etc.
- Renewal and Registration of embassy vehicles.
- Worked as driver for the Ambassador.
- Bank related works such as, Account Opening, Cash Deposits, Cheque deposits, International Fund transfer requests, Etc.
- Type correspondence, reports and other documents.
- Collecting the mails from PO Box and distributed to concern team/ persons.
- Answer incoming phone calls and transfer calls correspondingly.
- Dealing with import and export related works of embassy.
- Prepares and processes necessary paperwork related to mail services; maintains records on quantities and descriptions of materials received and distributed.
- Maintain filing systems and work procedures and Databases.

- Coordinate in purchasing office supplies and manage all aspects of print & digital production, receipt and distribution, including leaflets, posters, flyers and newsletters.
- Authenticate receipt of shipments alongside bills of lading, invoices or other records.
- Maintain driver logs and complete pre-trip inspections.
- Assist the public relation officer for the visa clearance and related legal procedure.
- Responsible for Housing and Properties and Real Estate Management Works.

EDUCATION

- Passed Secondary School Leaving Certificate from Kerala Secondary Education Board, India.
- Completed Higher Secondary

TECHNICAL / COMPUTER

- Microsoft Office
- Certificate in Adobe Photoshop , MS. Excel and Internet ☐ Windows ☐ & DOS

LANGUAGES KNOWN

English, Arabic, Hindi & Malayalam

PERSONAL INFORMATION

Date of Birth	: 16-12-1983
Nationality	: Indian
UAE Driving License	: Light vehicle
Marital Status	: Married
Visa Status	: Employment
Address	: Mushrif, Abu Dhabi, United Arab Emirates.

I hereby declare that all the above statements made in this resume are true to best of my knowledge and belief.

Truly,

Shabeer pc



United Arab Emirates

دولة الإمارات العربية المتحدة

Driving License

رخصة قيادة



License No.

87277

رقم الرخصة

الاسم شبير بوكايل شيروداث

Name

SHABEER PUKAYIL CHERODATH

Nationality

INDIA

الجنسية الهند

Date of Birth

16-12-1983

تاريخ الميلاد

Issue Date

07-03-2007

تاريخ الاصدار

Expiry Date

23-02-2027

تاريخ الانتهاء

Place of Issue

Ras Al Khaima

جهة الاصدار رأس الخيمة

سلطة الترخيص

RKTR16464

Licensing Authority

Traffic Code No.

6070135524

الرمز المروري

Permitted Vehicles

أنواع المركبات المصرح بقيادتها

			مركبة خفيفة Light Vehicle	

- This license should be with you when you are driving and should be presented on demand to an authorized person.

• يجب حمل الرخصة أثناء القيادة

• وإبرازها عند الطلب للجهات المختصة

- Give way to ambulance, civil defence, VIP escort and police vehicles.

• يجب إفساح الطريق لسيارات الإسعاف، الدفاع المدني،

المواكب الرسمية والشرطة



UAE

17 07 0002832 EPM



سفارة مملكة البحرين
أبوظبي

Date: 22.07.2013

TO WHOM IT MAY CONCERN

The Embassy of Kingdom of Bahrain (Abu Dhabi) certify that Mr. Shabeer Pukayil cherodath, holding Indian Passport No: E1523027 was working with Embassy as a Driver From 02/03/2011 to 31/07/2013.

During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and a very good job knowledge, he is amiable in nature and character as well.

The Embassy wishes him a good luck for his future endeavor.



دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES



اقامة
RESIDENCE

استوفيت الرسوم

رقم الهوية

784198335795393

الرقم الموحد
U.I.D. No

ابوظبي
ABU DHABI

جهة الاصدار
Place of Issue

101/2020/2/0247190

الملف
File

لا يوجد
لا يوجد

معد المرافقين
Accompanied by

K3674205

رقم الجواز
Passport No



SHABEER PUKAYIL CHERODATH

شبير بوكايل شيروداث

الاسم
Name

STALL AND MARKET SALESPERSON

بائع الاكشاك والاسواق

المهنة
Profession

FIBRE FRUITS AND VEGETABLES

فايبر للخضروات والفواكه

الكفيل
Sponsor

2022/12/05

تاريخ الانتهاء
Expiry Date

2020/12/06

تاريخ إصدار الإقامة
Issue Date



031012020020247190

تعتبر الإقامة لاغية إذا تجاوز حاملها الإقامة خارج دولة الامارات مدة ستة اشهر
Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

التوقيع
Sign.