



ASHISH

Al Ittihad Polyclinic Building, near Lulu hypermarket, Ajman, UAE

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Seeking a challenging position as a Light Vehicle Driver with Office Boy Responsibilities where I can utilize my education, training, and experience, as well as my interpersonal skills to provide the highest level of my service.

EXPERIENCE

2020 – TILL THE DATE

SUPERVISOR & DRIVER, SANA PURE WATER DECLINATION & DIST.E (AJMAN FREE ZONE)

- ✓ Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.
- ✓ Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- ✓ Direct, coordinate and review the work plan for assigned maintenance and construction staff; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- ✓ Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- ✓ Coordinate water distribution system maintenance activities with those of other divisions and outside agencies and organizations.
- ✓ Distribute the water in time manner
- ✓ Perform related duties as required.
- ✓ Drive to the destination of delivery & sale

2019 – 2020

ASSISTANT ELECTRONIC MECHANIC & OFFICE BOY, THE ROYAL ACADEMY SCHOOL (AJMAN)

Assistant Electronic Mechanic

- ✓ Repairs, installs and inspects electronics or electronic systems as directed through verbal or written directions, diagrams, drawings, or specifications.
- ✓ Maintains and makes necessary operating adjustments to the organization's electronic systems.
- ✓ Determines material or replacement needs and a logical method for repair; takes appropriate action to meet those needs and makes repairs.
- ✓ Ensures local, state, and national electrical codes are followed and proper materials are used throughout electrical systems.
- ✓ Manages and installs cables and wiring, splicing as needed.
- ✓ Creates or adapts parts as needed to make repairs and improve the performance of various electronics.

- ✓ Performs safety checks to ensure design plans are feasible in various conditions.
- ✓ Reports potentially dangerous electrical equipment to supervisor and takes steps to resolve the issue.
- ✓ Instructs employees regarding safe working procedures and requirements when working with electronic equipment and components.
- ✓ Develops and maintains records related to electronic and electrical equipment.
- ✓ Performs other related duties as assigned.

As an Office Boy

- ✓ Answers the telephone if necessary.
- ✓ Monitoring the use of equipment and supplies within the office.
- ✓ Distribute/deliver mails, correspondences, documents, and others to the person's concern.
- ✓ Assisting office staff as requested.
- ✓ Create and update records ensuring accuracy and validity of information
- ✓ Schedule and plan meetings and appointments
- ✓ Monitor level of supplies and handle shortages
- ✓ Resolve office-related malfunctions and respond to requests or issues
- ✓ Coordinate with other departments to ensure compliance with established policies
- ✓ Maintain trusting relationships with suppliers, customers, and colleagues
- ✓ Perform receptionist duties when needed
- ✓ Sort and distribute communications promptly
- ✓ Help in PRO Services.

2013 – 2018

DRIVER & OFFICE BOY, STATE BANK OF INDIA (INDIA)

As an Office Boy

- ✓ Organize office and assist associates in ways that optimize procedures
- ✓ Sort and distribute communications promptly
- ✓ Create and update records ensuring accuracy and validity of information
- ✓ Schedule and plan meetings and appointments
- ✓ Monitor level of supplies and handle shortages
- ✓ Resolve office-related malfunctions and respond to requests or issues
- ✓ Coordinate with other departments to ensure compliance with established policies
- ✓ Maintain trusting relationships with suppliers, customers, and colleagues
- ✓ Perform receptionist duties when needed

As a Driver

- ✓ Transporting staff members and products to the destination point
- ✓ Helping with loading and unloading of goods, raw materials, and staff luggage
- ✓ Checking traffic updates before starting the journey
- ✓ Opting to a shorter or alternate route in case of traffic congestion
- ✓ Parking the vehicle properly
- ✓ Regularly washing and cleaning the vehicle
- ✓ Conducting timely vehicle maintenance checks
- ✓ Scheduling vehicle service appointments
- ✓ Informing the company of any accidents or vehicle damage
- ✓ Ensuring the safety of staff members and goods during the journey
- ✓ Addressing any client queries related to the journey
- ✓ Identifying any mechanical issues in the vehicle
- ✓ Paying tolls when required
- ✓ Maintaining a record of vehicle maintenance receipts
- ✓ Reporting to work on time and in complete uniform

EDUCATION

APRIL 2015

12TH EWING CHRISTIAN SENIOR SECONDARY SCHOOL

APRIL 2013

10TH EWING CHRISTIAN SENIOR SECONDARY SCHOOL

SKILLS

- Sincerity
- self-confidence
- Able to handle emergency
- Leadership skills
- Self-motivator
- Goal-oriented
- Good Communication Skills
- Adapts to the new working environment easily
- Empathetic and understanding of nature
- Honest with work

PERSONAL DATA

D.O.B. : 11.02.1994
Father Name : Salamat Masih
Gender : Male
Nationality : Indian
Language : English, Hindi & Punjabi.
Marital Status : Married

PASSPORT & LICENSE DETAIL

Passport No. : N7315860
Place of Issue : Chandigarh
Date of Issue : 12/02/2016
Date of Expiry : 11/02/2026
UAE License No. 3 : 340479
Expiry Date : 17/06/2024

DECLARATION

The information in this section is true and complete. I agree that any deliberate omission, falsification, or misrepresentation in the application will be ground for rejecting this application or subsequent dismissal if employed by the organization. Where applicable, I consent that the organization can seek clarification regarding professional registration details.

Thank you

Yours Faithfully

Ashish