

SAHAD CHIRAMMAL

EXECUTIVE DRIVER



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cm.sahad1@gmail.com

Sharjah, UAE

EDUCATION

- **ITI, ELECTRONICS & COMMUNICATIONS**
- **COMPUTER HARDWARE & NETWORKING**
- **HIGHER SECONDARY EXAMINATION**
GOVT. KERALA HSE
EXAMINATION

SKILLS

- Safe driving and vehicle operation
- Excellent customer service
- Time management and punctuality
- Administrative support and data entry
- Route optimization and logistics coordination
- Vehicle maintenance and inspections
- Strong organizational skills
- Adaptability and teamwork
- Attention to detail
- Knowledge of traffic regulations and safety protocols

COMPUTER SKILLS

- Hardware & Networking
- MS Word, MS Excel
- Internet

PERSONAL DETAILS

- Passport No : T9990149
- Date of birth : 13/05/1991
- Marital Status : Married
- Nationality : India
- Visa Status : Employment Visa
- UAE License No : 2350325
- Expiry Date : 06/06/2027

PROFILE SUMMARY

Dedicated and skilled driver with extensive experience in transportation and logistics. Proven track record of safely operating vehicles and providing excellent customer service. Strong organizational skills, with a background in administrative support and data entry. Committed to ensuring timely and efficient deliveries while maintaining high safety standards. Adaptable and reliable, I thrive in fast-paced environments and work well both independently and as part of a team.

WORK EXPERIENCE

EMIRATES TRANSPORT - DUBAI, CURRENT

- Operate vehicles safely and efficiently, adhering to all traffic regulations.
- Provide excellent customer service while transporting passengers or goods.
- Conduct routine vehicle inspections and maintenance checks.
- Keep detailed logs of travel routes, mileage, and fuel consumption.
- Ensure timely deliveries and pickups, optimizing routes for efficiency.

AL AIN FARMS, AL AIN, UAE ADMINISTRATIVE ASSISTANT CUM DRIVER - 4 YEARS

- Managed administrative tasks, including scheduling, correspondence, and record-keeping.
- Assisted in the transportation of staff and materials, ensuring punctuality and safety.
- Coordinated logistics for deliveries and pickups, optimizing routes and schedules.
- Maintained vehicle cleanliness and performed routine inspections.
- Supported team members with general administrative duties as needed.

AL AIN FARMS, AL AIN, UAE DATA ENTRY OPERATOR - 5 YEARS

- Accurately input and maintained data in various databases and management systems.
- Prepared reports and documents, ensuring data integrity and confidentiality.
- Collaborated with team members to streamline data entry processes.
- Responded to inquiries and provided administrative support to management.
- Assisted in organizing and maintaining filing systems for easy access to information.