

Job Title

Driver Cum Messenger

Mohamed Bahadhu Nijamudeen

PERSONAL INFORMATION:

- ❖ Date of Birth : 12th March, 1987
- ❖ Nationality : Indian
- ❖ Marital Status : Married
- ❖ Gender : Male
- ❖ Address : Al-Mamzar, Dubai, U.A.E
- ❖ Mobile : 00971-565796722
- ❖ Email : Fahadworld3@gmail.com



WORK EXPERIENCE:

DUBAI FOLKLORE SOCIETY (Government of Dubai)
Driver Cum Messenger
Dubai, U.A.E.
From 2005 to 2018

Responsibilities:

Delivery and collection of business related documents to various companies.

Driving Directors for meetings.

Mail collection from the post office.

Document attestations and translations at various Govt. departments

Dealing with tenancy contracts at Municipality.

Applying for visas at Consulate/Embassies.

Taking staff for medical & visa stamping and Airport duties

Handling bank related transactions – depositing and withdrawing cash and cheque deposits

nagging company owned car registrations, insurance, repair & maintenance

Dealing with traffic department related jobs.

Paying utility / phone / internet bills for the company owned villas and apartments.

EDUCATIONAL QUALIFICATION:

**Higher Secondary School Certificate
Diploma in hardware and networking Certificate**

COMPUTER EXPOSURE:

**Having good knowledge of MS Office
Internet Explorer
Good experience in System Administrator**

PASSPORT DETAILS:

❖	Passport No.	:	E8108650
❖	Issued Place	:	India
❖	Visa Status	:	Visit Visa

LICENCE DETAILS:

U.A.E Light vehicle Driving License

LANGUAGES:

Arabic, English, Hindi, Malayalam Tamil