



MUHAMMAD JAMSHEER KP
Driver cum Office Assistant
Abu Dhabi, UAE

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OBJECTIVE

Seeking a full time career opportunity as a Driver cum Office Assistant, Which will Permit me to use and contribute my abilities and also enhance my knowledge towards its growth by committed and high quality work. To obtain a position that will commensurate with my experience, capabilities and need to challenge

LANGUAGES

English

Arabic

Hindi

Malayalam



WORK

- June 2013 Present **Advanced Concrete Technology LLC**
Abu Dhabi, UAE.
- Promotes and contributes to the development of teamwork in the service and working relationships between the main office and other departments
 - Delivery and collection of business related documents to various companies.
 - Receiving, sorting and distributing the invoices and checks
 - Provides recommendation regarding adjustments to routes
 - Taking staff for medical & visa stamping



EDUCATION

- 2011 **Higher Secondary Education**
Kerala State Board.
- 2013 **Secondary School Leaving Certificate**
Kerala State Board.

PERSONAL SKILLS

- Good Computer Knowledge.
- Good Knowledge in MS Office.
- Good Knowledge in Email & Internet Browsing.
- Good Knowledge of UAE roads & transport systems.

PERSONAL DETAILS

Date of Birth : 11 November 1994
Nationality : India
Marital Status : Married
Religion : Islam
Passport No : K6470277
Passport Expiry : 01/04/2023
Visa Status : Residence
Driving License : UAE (License No: 2166075)
Driving License Expiry : 26/04/2026

DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge and that I will be held responsible for any deviation from them at a later stage.

MUHAMMAD JAMSHEER KP