

CURRICULUM VITAE

SHIHAB KOTAKKALLINGAL

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OBJECTIVE:

To engage myself in an organization, where my skills are effectively, contributing to the growth of the organization at the same time providing opportunity for personal growth.

PROFESSIONAL EXPERIENCE:

- ❖ Working in **SHUWEIHAT ASIA POWER COMPANY RUWAIS ABUDHABI** from November 2020 to April 2022 as **Messenger, heavy bus & light vehicle driver:**

- ▶ Messenger, heavy bus & light vehicle Driver.
- ▶ Drive safely along designated routes
- ▶ Obey traffic laws, safety procedures & transit regulations.
- ▶ Pick up & drop off labors & employees at designated locations.
- ▶ Follow a specific timetable while on duty
- ▶ Communicate with passengers & employers regarding delays or any issues along a route.
- ▶ Inspect vehicle including tires, lights & oil when needed for basic maintenance

- ❖ Working in **YOUSUF AL SHARIF & ASSOCIATES AND ADVOCATES & LEGAL** from September 2019 to August 2020 as **Office assistant, Messenger & Driver.**

- ▶ Managing filing system
- ▶ Updating paperwork, maintain documents & word processing.
- ▶ Helping organize & maintain office common areas.
- ▶ Maintaining office supplies
- ▶ Sending & receiving posts
- ▶ Receive items & documents for transport & ensure that they are safely transported to their designation.

- ▶ Use standard maps or GPS to map safe routes to destinations, ensuring that timelines are met.
- ▶ Transport staffs to their destinations, or handle office pick-up duties & deliver parcels & documents.
- ▶ Safely drive office vehicles by following set rules & regulations.

❖ Worked as School **OFFICE ASSISTANT AND MESSENGER** for AMLED SCHOOL Dubai from July 2013 to September 2018.

- ▶ Office and Bank Relation (Maintain office bank needs on time and monitor cash deposit and collection timely).
- ▶ Facilitates the meetings with and outside body.
- ▶ Deals with Ministry Of Health Work Relating school staffs and students.
- ▶ Facilitates school procurement needs.
- ▶ Maintains Timely Office documentation.
- ▶ Maintains Consulate works related to CBSE and the school.

❖ Worked at **RAJAGIRI INTERNATIONAL SCHOOL DUBAI AS OFFICE ASSISTANT** cum **SCHOOL TRANSPORT ASSISTANT** (Aug 2007 – May 2013).

- ▶ Responsible for assurance of students and staffs, safe and comfortable transportation.
- ▶ Maintain accurate records of journeys, fuel issues, oil, log/mileage sheets responsible for regularly checking the condition and safety of the vehicle, Monitoring the vehicle interior clean and safe for students and reporting delays and accidents to the superior.

❖ Worked in a **NURSERY AT ABU DHABI AS DRIVER** (Aug 2004 – Apr 2005).

❖ Worked at **ETHIHAD PVT SCHOOL DRIVER FOR 2 YEARS IN RAS AL KHAIMAH.** (May 2005 – Jan 2007).

ACADAMIC ACHEIVEMENTS:

- Higher Secondary Examination from Kerala, India. 2 S.S.L.C from Kerala, India.

MAJOR STRENGTHS:

- Dedicated and hardworking.
- Experience to handle work under pressure.
- Quick to grasp to new ideas.
- Positive thinking.
- Team player.
- Good communication skill.
- Interpersonal skills.

PERSONAL DATA

- ✓ Passport No : N0376685
- ✓ Date of Birth : 31ST May 1984
- ✓ Gender : Male
- ✓ Marital Status : Married
- ✓ Religion : Muslim
- ✓ Nationality : Indian
- ✓ Languages Known : English, Arabic, Hindi and Malayalam
- ✓ Visa Status : Visit Visa

DRIVING LICENSE DETAILS:

Driving License No: 497688

License Type: Light & Heavy Vehicle Motors

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

SIHAB KOTAKKALLINGAL

