

A.J.Niyas

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Valid UAE Driving License for Car and Motorcycle



Carrier Objective: Seeking higher position in the fields of **Messenger cum Driver/ Messenger cum Assistant PRO** in an Organization Where I May use my knowledge and skills towards supporting the Objective of an organization the rewards reliability, enthusiasm, and solid moral principle with opening for Professional growth.

Working experience: **Worked as Messenger , Assistant PRO at Cactimedia, Dubai based media agency**(From January 2006 to April 2009), which is a leading Web designing company in UAE.

Worked as an Office clerk cum Messenger in PRV2 Real estate, Dubai –UAE (From October 2004 to November 2005 years)

Worked as Messenger cum Driver Bel Hasa Project LLC in Dubai (from September 2011 to till December 2016)

Personal Traits: Able to work with others as a team player, passion for gaining personal relationships with clients, confidant, able to work without supervision, proactive and committed towards assigned task. Honest, hardworking, responsible and with **can do** attitude.

Key Competencies: Able to handle multiple tasks and meet tight deadlines
Willing to take challenges and meeting targets
Effective human relation
Planning and coordination
Computer literate; MS office, Internet & E - Mail

EDUCATIONAL QUALIFICATIONS

- Completed a **MS office ,E-mail and Internet** at **AATSL** which covers: MS Word, MS Excel, MS Power Point .
- Diploma in desktop publishing (DTP)in SUPERCOM COMPUTER SYSTEMS TECHNOLOGY IN Sri Lanka (from July 2002 to till December 2002)
- Qualified in **General Certificate of Examination** – Ordinary Level (2000).
- Qualified in **General Certificate of Examination** – Advance Level in **Business Management & Accounting** (2004) as follows: **Business Studies** | **Accounting** | **Economics**.

WORK EXPERIENCES

⊗ Worked as Messenger , Assistant PRO at Cactimedia

(From January 2006 to April 2009), responsibilities covered;

- ☒ Ministry of Labor Related work and immigration works.
- ☒ Visa typing and documents collection works.
- ☒ Visa paper submission and collection , Visa cancelling and clearing.
- ☒ Export and import documents submission to chamber of commerce.

⊗ Worked as Messenger Bel Hasa Project LLC as a messenger Dubai-UAE, This is a Building Construction Semi Government company.

- ☒ Submission of invoices to Customers /Clients
- ☒ Collect cheque and documents from clients
- ☒ Purchase of Office stationary and office sundry items.
- ☒ All bank related works but routine work is depositing cash and cheque.
- ☒ Post office and courier related works. Receiving and Hand it over Letter ,documents etc

LANGUAGE SKILL

Language	Reading	Writing	Spoken
English	Excellent	Excellent	Excellent
Arabic	Excellent	Excellent	Excellent
Malayalam and Tamil	Excellent	Excellent	Excellent

PERSONAL DETAILS

Date of Birth : 21nd of May, 1982.
Gender : Male
Civil Status : Married
Nationality : Sri Lankan
Passport : N 9041920
Visa Status : Visit Visa (Transferable)
Driving License : **UAE Driving License** for Car and Motorcycle

I hear by declare that all statements made herein above are true, complete, Correct and not false or misleading.

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Signature and Date