



KULDEEP BODA

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ABU DHABI, UAE 

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[kuldeep_kanna](#) 

Experienced and reliable Company Driver with work experience at a number of well-established companies. Strong auto mechanical background and ability to identify potential vehicle operation problems. Mindful of all current safety rules governing large vehicle operation.

CORE QUALIFICATIONS

- Solid familiarity with all DOT (Department of Transportation) rules and regulations
- Good ability to consistently lift objects weighing up to 60 pounds
- High ability to climb tanker ladders and work at elevated heights
- Excellent driving history
- Superior written and oral communication skills
- Ability to complete required reports and other documentation fully and accurately

WORK EXPERIENCE

Messenger

National Corporation for Tourism & Hotels (NCT&H)

November/2016 – Present

Abu Dhabi, UAE

Roles and Responsibilities

- Updating appointment calendars, creating travel vouchers, performing word processing, basic bookkeeping, and filing. Training new employee regarding the office clerical duties, when needed. Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Maintaining and devising office systems, including filing, data management etc. Monitoring the use of equipment and supplies within the office
- Dealing with queries or requests from the visitors and employees. information through telephone, websites, mail services, and e-mail

EDUCATION

Bachelor of Commerce

Dr. B.R Ambedkar university -2016

PROFESSIONAL SKILLS

- Daily work planning & organizing
- Creativity & Innovation