

CURRRICULAM VITA

MOHAMED KASIM

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APPLY FOR MESSENGER / DRIVER

OBJECTIVE:

Skills To Put in a Personal Driver Resume Objective. Honed ability to identify and resolve basic maintenance problems. Trained defensive driver. Basic first aid knowledge. Experience driving various vehicles, such as private cars, , and limousines. Exceptional customer service skills. A Career is that challenging and interesting, to learn and innovate, to teach and to lead others, and to feel the satisfaction of success.

EDUCATIONAL QUALIFICATION

Qualification	: Higher Secondary School
Name of School	: Hairathul jamaaliya Higher Sec School-paramakkudi, Ramnad District.
Qualification	: Diploma in Islamic studies (Alim)
Name of School	: jamia althafur rubbaniya Arabic college –Tenkasi, Tamilnadu

WORK EXPERIENCES: 2006 TO TILL DATE UNION NATIONAL BANK JEBEL ALI ”

Client	: Union National Bank (Record Management Centre)-Jebel Ali
Job Role	: Dispatch and Clerk
Period	: May, 2006 to 2014 Aug

- ❖ Working with External Clients as Bank handling Communication With Companies.
- ❖ Very energetic result oriented and organized.
- ❖ Word processing manuscripts, letters and documents.
- ❖ Carrying out all assigned duties.
- ❖ Filing and retrieving documents.
- ❖ Scan documents into database.
- ❖ Processing incoming and outgoing mail.
- ❖ Handling confidential information.
- ❖ Direct Reporting to Operation Manager.

WORK EXPERIENCES: 2014 TO TILL DATE “MODERN BUILDING MAINTANENCE L.L.C”

Client : Nuzzle Camp- Jebel Ali Parco
Job Role : labor camp in charge
Period : Sep , 2014 to 2016 Aug

WORK EXPERIENCES: 2016 TO TILL DATE “OMAN INSURANCE COMPANY L.L.C”

Client : OMAN INSURANCE COMPANY
Job Role : Document controller and Data Entry
Period : Dec , 2016 to 2018 April

WORK EXPERIENCES: 2018 TO TILL DATE “ORION ELECTRO MECHANICAL CONT”

Client : **ORION ELECTRO MECHANICAL CONT.**
Job Role : Driver
Period : Dec, 2018 till now in Sharjah - UAE

COMPUTER KNOWLEGE

- ❖ Expert in Microsoft Word, Excel and Power Point
- ❖ Familiar With internet and email

LANGUAGES KNOW

- ❖ ENGLISH, ARABIC, TAMIL, AND HINDI

MY STRENGTHS

- ❖ HARD WORKING, SELF-MOTIVATED AND AMBITIOUS
- ❖ RELIABLE, FLEXIBLE AND ORGANIZED
- ❖ ABILITY TO WORK WELL INDIVIDUALLY AND IN A TEAM
- ❖ EXCELLENT INTERPERSONAL RELATIONS WITH THE CAPABILITY TO CLEARLY COMMUNICATE WITH OTHERS AT ALL LEVELS.

PERSONAL DATA

Date of Birth	: 03-05-1980
NATIONALITY	: INDIAN
Religion	: MUSLIM
Marital status	: MARRIED
Passport Number	: L 6646064
Date of issue	: 06-03-2014
Passport Expiry	: 06-03-2024
Visa Status	: RESIDENCE VISA
Visa Expiry	: 11-01-2021
Holding UAE Driving License	: 3658702 (LIGHT VEHICLE)
Date of issue	: 11-04-2016
Date of Expiry	: 18-04-2026
Company	: ORION ELECTRO MECHANICAL CONT.

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and i bear the responsibility for the correctness of the above-mentioned particulars.

YOURS FAITHFULLY
(A.MOHAMED KASIM)