

CV

Personal Information

Name : **FAISAL SAJJAD**
Father Name : Sajjad Ahmed
Nationality : Pakistani
Address : AL JARAF AJMAN, UAE
Mobile No : 056 5679715
Email Address : faisals6163@gmail.com
Visa Status : **Visit Visa (Can Join Immediate)**
Driving License : **Automatic**



Experience:

Designation: DRIVER CUM OFFICE ADMINISTRATOR

Company: HATEEN TECH CONT L.L.C

Duration: 01-06-2019 to 30-11-2021



Responsibilities:

- Practice safe driving habits
- Follow all state and national safety regulations and standards
- Accurately follow routes, maps, and directions
- Open vehicle doors and assist passengers
- Keep exterior of vehicle clean and presentable
- Maintain vehicle equipment; replace oil, fill gas tank, perform general motor vehicle maintenance as needed for safety
- Keep interior of vehicle clean of debris and clutter
- Collect payments, document amount, and offer receipts when necessary
- Complete documentation such as logs, mileage, or cargo and passenger reports
- Follow schedules and rerouting in a timely manner when faced with traffic or congestion

Computer Skills:

- Auto CAD, Planswift, MS Words, Excel, Photo Shop, Power Point, Sketchup 3D, Inpage & Uses of Internet / Google Earth

Language:

- English & Urdu

Academic Qualification					
Degree/ Certificate	Passing Year	Institute	Board	Total Marks	Obtained Marks
10th Class Certificate (Science)	2008	High School, Kot Addu	D.G Khan	850	422
12th Class Certificate	2012	Afzal English Academy	D.G Khan	1100	614
AUTO CAD Course	2017	Skill development council	Bravo college of Technology Peshawar	A grade	A grade