

IKRAM BATCHA

Driver

Mobile:055-2781173

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OBJECTIVE

I am self motivated and inspired individual looking for greater opportunities in term of leading and growth. I am inclined towards the strategic of business. I wish to work with an organization that would provide me with a competitive environment and enhance my skills.

EDUCATION

YEAR	COURSE	INSTITUTE	CGPA (%)
1995-1998	Bachelor of Computer Science	Bharathidasan University	6.5/10
1993-1995	Class XII (Higher Secondary)	National Higher Secondary School	67
1992	Class X (Secondary)	National Higher Secondary School	62

TECHNICAL SKILLS

- **Basic Microsoft offices includes excel, word, PowerPoint etc.**
- **Operating System:** Windows 2008/XP/7/8.
- **Software:** Adobe Photoshop 7/CS, Macromedia Flash

WORKING EXPERIENCE: CURRENT WORKING STATUS:

Working as a **Driver** from **Feb 2017 to April 2020** for **Secure Trading. Co. LLC** Company, which is situated in Abu Dhabi.

Duties and responsibilities:

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Develop and maintain positive business and customer relationships
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.

- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Prompt and on-time Delivery of Trade goods to the customer. Familiar of Geographical location of all leading Emirates in UAE.
- Pick-up and smooth & Safe Drop off the Company's Guests at assigned locations.
- Listening to customer requirements and presenting appropriately to make a sale; maintaining and developing relationships with existing customers in person and via telephone calls.
- Acting as a contact between a company and its existing and potential markets.
- Negotiating on price, costs, delivery and specifications with buyers and managers.

Previous company in U.A.E & Brunei Darussalam:

- **Al-diplomacy Trading. Co. LLC Company, Sharjah (June 2015 to October 2016)**
Position: Sales Representative cum Driver
- **Modern Pharmaceutical Company in Abu Dhabi-UAE (Feb-2009 to Aug-2014)**
Position: Merchandiser & Sales,
- **Kushboo Trading Company. Brunei Darussalam (May 2004—Feb 2007)**
Position: Accountant Cum Administrator
- **Cleaning System LLC, Abu Dhabi – UAE (May 2007—Nov2008)**
Position: Accountant Cum Administrator

DRIVING LICENSE DETAILS

Driving License. No : **1652312**
Date of Issue : **08-01-2011**
Date of Expiry : **08-01-2021**

PERSONAL PROFILE

NAME	:	Ikram Batcha
FATHER NAME	:	Abdul Vakeel
GENDER	:	Male
PASSPORT NO	:	Z3064928
VISA DETAILS	:	Employment Visa
VISA EXPIRED	:	Cancelled (File Expire Date 02-04-2021)
DATE OF BIRTH	:	10.10.1973
NATIONALITY	:	Indian
STATE	:	Tamil Nadu, India
LANGUAGES KNOWN	:	English, Hindi, Tamil, Malayalam
MARITAL STATUS	:	Married

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Yours Faithfully,
IKRAM BATCHA