

# CURRICULUM VITAE

**MEJ BAHAR UDDIN**  
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**Position applied for: DRIVER INSTRUCTOR**

**Professional Summary:** Experienced driving instructor, excellent driver with great safety record. Thorough knowledge of traffic rules. Deeply familiar with local testing requirements. Familiar with auto-mechanics and able to identify problems with the vehicle. Patient and dedicated to helping students perfect their skills – always friendly and professional.

## **Employment record:**

### **Messenger cum Driver**

The Souk at Qaryat Al Beri Resort & Development (Shangri-La hotel)  
Al Jaber Group – Abu Dhabi  
From October 04, 2010 up to date

#### **Job Responsibilities:**

- ❖ Prepare Vehicle by conducting operator maintenance
- ❖ Plan Route and requirements by studying schedule or ad-hoc requests by the office
- ❖ Transport the Manager
- ❖ Fulfill special requests the office by picking up and delivering items as directed and running errands
- ❖ Maintain passenger confidence by keeping information strictly confidential
- ❖ Any other tasks as assigned

### **Messenger cum Driver**

Abu Dhabi Vision properties LLC  
Abu Dhabi, UAE  
From November 28, 2007 till February 15, 2010

#### **Job responsibilities:**

- ❖ Establishes and maintains positive working relationships and open, accurate and timely two-way communications with drivers and internal associates.
- ❖ Ensures compliance with all policies and procedures. Makes safety-conscious decisions.
- ❖ Identifies and works with potential.
- ❖ Provides mutual support during absence of other team members during peak times.
- ❖ Accountable for any other job related duties as assigned.

**Driver**

General Enterprise Company (geco)

Period: 29th November 2006 to 10th November 2007

Abu Dhabi, UAE

**Job responsibilities:**

- ❖ Monitor loading and unloading of goods.
- ❖ Pickup and deliver goods as required.
- ❖ Check fuel and oil levels in trucks before loading goods.
- ❖ Inspect car to ensure working conditions of brakes, lights, wipers, windshield, fire extinguisher, flares and other safety equipments in the car.
- ❖ Overall maintenance of the car and regular servicing of vehicle.

**Educational Attainment**

B.com (Bachelor of Commerce) National University of Bangladesh

Language known: English, Arabic, Urdu, Hindi and Bangla.

**Skills:**

1. Having UAE light vehicle driving license
2. Familiar with the local traffic laws, regulations & area traffic
3. Computer Education
4. International relationship

**PERSONAL INFORMATION**

|                 |   |                               |
|-----------------|---|-------------------------------|
| Nationality     | : | Bangladeshi                   |
| Date of Birth   | : | 1 <sup>st</sup> February 1981 |
| Place of Birth  | : | Chittagong                    |
| Sex             | : | Male                          |
| Civil status    | : | Married                       |
| Religion        | : | Muslim                        |
| Passport Number | : | V 0101306                     |
| Visa Status     | : | Resident                      |