

CURRICULUM VITAE



ASAD GUL

Mobile: +971-555 802 007

Email: asadgul007@gmail.com

Valid UAE Manual Driving License

Covid19 Vaccination Done.

Post Applied For: Data Entry / Messenger / Light Vehicle Driver

Objective:

Reliable Driver Messenger committed to completing works quickly, efficiently and safely. Offers 9 years in office environment. Dedicated route Driver trained in traffic laws, vehicle maintenance and defensive driving. Seek a challenging position utilizing my proven abilities developed through my education & years of experience with the opportunity for professional growth based on merit and performance.

Academic Qualifications:

Mechanical Diploma D.A.E in Mechanical Technology.

Secondary School Certificate (Science)

Board of Intermediate & Secondary Education Bahawalpur, Pakistan.

Core Skills

Map reading & navigation skill

Route Planning

Health & Safety Regulation

Excellent DESERT DRIVING skills

Flexible, effective team work and interpersonal skills

Delivery invoices cheque collection

Work Experience:

- PETROMEN CONTRACTING OIL & GAS FIELD SERVICES. ABU DHABI, UAE.
Position: Driving & Assistant Pro
Duration: Mar 2019 to till
Project: Petromen Head Office

- PETROMEN CONTRACTING OIL & GAS FIELD SERVICES. ABU DHABI, UAE.

Position: Driving & Transport Coordinator
Duration: Feb 2018 to Mar 2019
Project: Habshan to Ruwais Pipeline

- PETROMEN CONTRACTING OIL & GAS FIELD SERVICES. ABU DHABI, UAE.
Position: Driving & Transport Coordinator
Duration: Sep 2017 to Jan 2018
Project: Petromen Camp Ruwais
- PETROMEN CONTRACTING OIL & GAS FIELD SERVICES. ABU DHABI, UAE.
Position: Driving
Duration: July 2016 to Aug 2017
Project: Adco Asab Flare modification
- PETROMEN CONTRACTING OIL & GAS FIELD SERVICES. ABU DHABI, UAE.
Position: Driving & Assistant PRO
Duration: Dec 2015 to June 2016
Place: Petromen Head Office
- BRITISH INDUSTRIAL INSPECTION SERVICES. ABU DHABI, UAE.
Position: Driver & Marketing (July 2013 to Oct 2015)
(Third Party Inspection & Certification).
- MASTER SAFETY CONSULTANCY L.L.C. ABU DHABI, UAE.
Data Entry & Messenger (May 2011 June 2013)
Mechanical Department (Third Party Inspection & Certification)
- PHARMA TRADERS, PAKISTAN
Position: Computer Operator (Dec 2010 to May 2011)
- PAK NATIONAL DISTRIBUTORS, PAKISTAN
Admin Assistant (July 2009 to Aug 2010)

Professional Qualification:

- ADSD Save Driving COURSE
Emirates Technical & Safety Development Centre, ABU DHABI, UAE.
- H2S TRAINING COURSE
Emirates Technical & Safety Development Centre, ABU DHABI, UAE.
- SAFE LIFTING OPERATION COURSE
Emirates Technical & Safety Development Centre, ABU DHABI, UAE.
- GENERAL SAFETY COURSE
Emirates Technical & Safety Development Centre, ABU DHABI, UAE.
- BASIC FIRST AID COURSE
Leaders Safety & Security Abu Dhabi, UAE.

- FIRE FIGHTING COURSE
Leaders Safety & Security Abu Dhabi, UAE.

Skills:


- Assembled data from Data Collector transmissions or field documentation and entered data into web-based software.
- Organized assembled and coded data for input into client-based software and databases.
- Record date and time through source document logging.
- Organize source data from printed applications code and input and record information.
- Perform general data entry using Microsoft Excel and Word.
- Input data into a variety of computer programs with pace and correctness
-
- (ADSD) Abu Dhabi Save Driving training from Emirates Training Institute.
- Desert Driving Training
- H2S Training
- First Aid Training
- Fire Fight Training
- Diploma in MS. Office
- Operating System (98, 2000, XP, WIN 7,8,10)
- Coordinate with contracted 3rd party couriers to augment messengerial service.
- Perform deposits of cash in authorized banks.
- Perform courier services for documents and corporate gifts.
- Provide clerical support as may be requested by the administrative assistant.

- Have adequate comprehension skills to understand directions.
- Has a thorough knowledge of the ins and outs of the metropolis to find his way to companies and their location with whom the company deals with
- Has good command of the English language
- Is highly trustworthy in handling fiduciary matters

- Drives official vehicles, maintain them in proper conditions and arrange necessary servicing on regular basis, make other small repairs on urgent matters
- Logs official trips, daily mileage, gas consumptions, oil changes, greasing, etc.
- Clears supplies and equipment from airport and post office, customs office
- Distributes mail, pouches, documents, invitation cards and facilitate transportation for visitors and/or staff members for official purposes.

Personal Details

NAME: ASAD GUL
FATHER'S NAME: MUHAMMAD RAFIQUE
DATE OF BIRTH: 30, MAY 1981
RELIGION: ISLAM
MARITAL STATUS: MARRIED
PASSPORT NUMBER: AS4795664
DATE OF ISSUE: 20 Dec 2018
DATE OF EXPIRY: 19 Dec 2028


 United Arab Emirates دولة الإمارات العربية المتحدة
 Driving License رخصة القيادة

License No. 2097317 رقم الرخصة
 Name ASAD GUL MUHAMMAD RAFIQUE الاسم: اسد جول محمد رافيق
 Nationality PAKISTAN الجنسية: باكستان
 Date of Birth 30-05-1981 تاريخ الميلاد
 Issue Date 15-01-2013 تاريخ الاصدار
 Expiry Date 14-01-2023 تاريخ الانتهاء
 Place of Issue ABU DHABI جهة الاصدار: ابوظبي

ASAD GUL MUHAMMAD RAFIQUE
 ADTR1201173

Traffic Case No. 1120121220 الرمز المروري

Permitted Vehicles النواع المركبات المسموح بها:

			من فئة خفيفة Light Vehicle	

- This license should be with you when you are driving and should be presented as demand to an authorized person. - يجب حمل الرخصة أثناء القيادة والبروز عند الطلب للمخبرات المختصة.
 - Give way to emergency, civil defense, fire, police and police vehicles. - يجب السماح للسيارات إسعاف الإسعاف، الدفاع المدني، الشرطة والسيارات الرسمية والشرطة.

UAE

10 54 508994 EGSP

الرخصة الامنية
 License No. 5140
 رقم الرخصة: 5140
 رقم الهاتف: 677872908
 اسم: اسد جول محمد رافيق
 تاريخ الميلاد: 30-05-1981
 تاريخ الاصدار: 15-01-2013
 تاريخ الانتهاء: 14-01-2023

اسد جول محمد رافيق
 بدون تصاريح وخدمات طوارئ لا م م
 2021-02-26

قسم التصاريح الامنية

رقم الرخصة: 5140
 رقم الهاتف: 677872908

This card is property of CCRA. It is used by authorized holder only if found, return to CCRA.

2020677872908-2702020