



GIRISH RAMAN

Contact Information

-  Ajman , UAE
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Personal Information

- Visa Status: Employment Visa
- Passport No: T6747847
- Nationality: Indian
- Date Of Birth: 21/05/1977
- Marital Status: Married
- Dubai License No:2132119
Expiry date : 20-05-2025
- India License No:6/6010/2013

Languages

- English
- Hindi
- Malayalam
- Tamil
- Arabic little Knowledge

CAREER OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly. Highly motivated, articulate, diligent and welcomes new challenge.

EXPERIENCE

KRUSTASIA FOOD L.L.C , Ajman, UAE June 2016 To Present
Office Driver

Responsibility

- Provide transportation for all staff.
- Deposit of cheques & cash, encashment of cheques and submission of documents at bank.
- Collection of cheque from local buyers.
- Collection and submission of export related documents from ministries and other various government authorities.
- Facilitates airport pickup for VIP visitors and transportation during official visit.
- Assist with office for visa cancellation procedures of employees at airport.
- Conduct cash purchases for office expenditure
- Schedule annual vehicle registration renewal.
- Ensure sound running of vehicles assigned and arrange minor repairs where necessary
- Check oil and tires property and keep the service vehicles in clean condition both inside and outside.
- Maintaining log book of daily activities

ARABIAN TAXI , Dubai, UAE March 2015 To April 2016
Fleet Taxi driver

Responsibility

- Pick up and drop passengers to various location
- Also involved airport and hotels services company also required to pick up & drop for VIP
- Maintain Vehicle In Clean Condition (cleanliness of both interiors and exterior)
- Check serviceable condition and performs minor maintenance of preventable nature (this may include daily check of gas, lubricants, battery, tires and coolant)
- Conducting daily safety inspection of vehicle
- Encouragement of safe driving practices amongst my colleagues by following it myself.

Computer Literacy

- MS Office
- MS Excel
- Computer fundamentals

Strength:

- Determination Sincere and Hardworking
- Leadership skills
- Multi-tasking skills
- Decision making
- Negotiating skills

EDUCATION

POLITICAL SCIENCE
(Mahathma University , India)

ESSENTIAL SKILL

- *I have an experience all kind of professional driving Experience in driving Passengers vehicles.*
- *Good knowledge of street and landmark location of prominent buildings in Dubai, Sharjah and other emirates in UAE.*
- *Ability to read map and to use best routes to avoid traffic jams.*
- *Skilled in driving various types of vehicles.*
- *Strict follower of traffic rules.*
- *Knowledge of local traffic lows and area traffic patterns.*

DECLARATION

I hereby certify that the above information is true and Correct to the best of my knowledge and beliefs.