

MR. ROLLEN MENEZES



Contact

Address:

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Date of Birth : 18/04/1992

Nationality : Indian

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Languages

English
Hindi
Kannada
Marathi

Summary

A light vehicle driver with **8 years of experience** having manual license no 3 providing my passionate and dedicated service towards my company. My objective is to deem fit in an organisation to utilize my skills and abilities and to provide best workmanship in a reputed company.

Skill Highlights

- Excellent driving skills with various types of vehicles.
- Skilled in contacting passengers by and arranging the pickup time.
- Familiar with all traffic laws and regulations in UAE.
- Good knowledge of city streets and location of prominent buildings in UAE.
- Ability to adhere to all policies and procedures of the company.
- Skilled ability to deliver all company documents, goods and equipments on time.
- Always punctual
- Ability to finish the task assigned within the time frame.
- Service-focused

Work Experience

1. **LIGHT VEHICLE DRIVER, AL MUFADDAL ENGINEERING AND MARINE SERVICES, LLC. – JUNE 2014– PRESENT.**
2. **IT TECHNICIAN , AL MUFADDAL ENGINEERING AND MARINE SERVICES, LLC – MARCH 2012 – MAY 2014**
3. **LIGHT VEHICLE TECHNICIAN , BAJAJ SERVICE CENTRE, MANGALORE, INDIA – FEBRUARY 2011- MARCH 2012**

Job Responsibilities

- Pick and drop of company professionals, clients and staffs from/to desired destinations.
- Delivery of equipments, tools and company products to all parts of UAE ports.
- Handle customs and gate pass formalities in all ports of UAE.
- Collection of payments, invoices and official documents.
- Vehicle registration and renewals.
- Conducting daily safety inspection of vehicle.
- Reviewing orders before and after delivery to ensure that orders are accurate and customers are satisfied.
- Inspection of tyres, engine, seat belts and fluid levels to ensure smooth functioning of the vehicle.

- To escalate any complaints of the customers to the concerned supervisor.
- Replacement of tyres and minor adjustments and repairs of engine body in case of any emergency.
- Handling maintenance of vehicle's air conditioning and heating systems.
- Having good knowledge of **luxury vehicles** and possess good driving skills of the vehicle.

Education and qualifications.

- Completed ITI Automobile diploma from Karnataka, India.
- Completed senior secondary school at India.

Achievements

- Awarded as best hardworking individual in the company.

Hobbies and Interests

- Great interest in sports and vehicles.

License details

- Licence number – 2033476
- Place of issue – Dubai
- Date of issue – 07/05/2014
- Date of expiry – 07/05/2024

Visa status

- Employment visa

Declaration

I hereby declare that all above information furnished are accurate to the best of my knowledge and assure you my service to the satisfaction.