

# CURRICULUM VITAE



**Muhammad Shoaib s/o Sarwar Khan**  
**Contact No: 050-6025188**  
**Email: Shoaibkhan46046@gmail.com**

## APPLIED FOR THE POST OF LIGHT VEHICLE

### Objectives

I am a career oriented, skilful and conscientious individual seeking for a utilitarian position enable to perform meaningfully for optimum productivity. Diligently I achieve the assignment with self-motivation, possessing great potential and stand efficacious under high work pressure.

### PERSONAL DETAILS

Nationality	:	Pakistan
Civil Status	:	Single
Sex	:	Male
Religion	:	Muslim - Sunny
Date of birth	:	04-04-2005
Place of Birth	:	Peshawar Pakistan
Present job	:	(Employ)
Visa status	:	(Employ- searching suitable Duty)

### PASSPORT DETAILS

Passport No	:	LQ5193362
Date of issue	:	06-07-2023
Date of expiry	:	04-07-2028

### EDUCATIONAL BACKGROUND

- Has passed higher education **10<sup>th</sup>** in a Public School –Kohat Dist- Hangu Pakistan.
- Has passed diploma from Ideal English language & Computer Academy Hangu Pakistan.

### Computer Knowledge

- MS Word ( Computer software Basic Programs )
- Inpage
- Coreldraw 9
- Adobe Photoshop
- Typing in English and Urdu Good

### Driving License

#### Holding UAE Light Vehicle license No:1168067

- Place of Issue: Abu Dhabi Traffic Department
- Date of Issue: 20-05-2024
- Date of Expiry: 19-05-2025

### EMPLOYMENT HISTORY

- Customer Service Representative, Khurasan Typing Center, Sanaiva, Al-Ain**  
**August 2023 – April 2024.**
  - Maintained a clean and organized reception area, ensuring a pleasant and welcoming atmosphere.
  - Provided technical support to staff and visitors, troubleshooting hardware and software issues.
- Worked as a **Driver in Peshawar for 1 year.**
- Worked as a **Driver in Hangu for 2 year.**
- Worked as a **Driver in Islamabad for 5 Months.**
- Worked as a **Driver in Abu Dhabi Musaffa for 1 Month.**

### LANGUAGES KNOWN

- URDU, ENGLISH. (Read write and speak - Good)
- ARABIC, TURKISH (Read write and speak- Not very Good)
- PASHTO (Mother Tongue)

**Contact Mobile No:**

**(050-6025188)**

#### Note:

To the best of my Knowledge the information given are correct & true, and I request you to provide me any suitable job or any Vacancy you needed in your Esteemed Company, and I assure you that you will find me sincere and job devoted employee .

### Skills

- Customer Service
- Effective Time Management
- Fast learner
- Computer Skills
- Ability to Work Under Pressure
- Communication Skills
- Good Typist in English and Urdu

**Muhammad Shoaib**