



## CURRICULUM VITAE

# MUHAMMAD NASIR

Dubai – U.A.E

**Mob +971 58 157 4410**

**Email: nasirjaan006@gmail.com**

### PERSONAL DETAILS

**Nationality:**

Pakistan

**Date of Birth:**

26/04/1989

**Marital Status:** Married

**Languages:**

English, Urdu & Arabic (Basic)

**Passport Number**

BJ9823714

**Date of Expiry**

13/10/2031

**Visa Status**

Employment Visa

**Skills:**

- Good communication skills
- Quick Learner
- Road and Regulation Knowledge
- Route Management
- Vehicle maintenance and repair
- Successful working under pressure and adapting to new situations.
- Clean driving record.
- Hardworking
- Believe in Discipline
- Multitasking
- Good team member
- Time Management
- Customer Service

### PROFESSIONAL SUMMARY

Focused, organized driver with a safety record of more than 14 Years of experience driving for established companies. Deeply familiar with all applicable state and federal safety guidelines, including regulations.

### ACADEMIC CREDENTIALS

- **Matric, Gujranwala Board 2nd Division (2004)**

### WORK EXPERIENCE

1. **Worked as an office manager and family driver – ESPA from April 2022 – Currently**

**Duties & Responsibilities:**

- Paperwork for office including bank work and cash collection/Deposit.
- Drove company executives and clients to various locations as assigned.
- Droving kids to school with full responsibility.
- Drove managing director on weekends as well for special assignments.
- Transported orders and miscellaneous items to and from a defined location.
- Maintained exterior and interior cleanliness of company vehicles.

2. **Worked as a Light Vehicle Driver at Uber & Careem and Hotel in Redline Luxury Car, Dubai –U.A. E from Aug 2017 –Sep 2019**

**Duties & Responsibilities:**

- Good knowledge of RTA rules & regulations
- Good navigational skills
- Answered, scheduled, and responded to reservation calls at specific times and locations.
- Worked with Uber & Kareem to resolve all travel problems.

3. **Worked as Light Vehicle Driver at EUROPE Rent a Car in Dubai – U.A.E from Feb 2013 to Feb 2017**

### **Duties & Responsibilities:**

- Good knowledge of RTA rules & regulations
- Good navigational skills
- Safely transport Emirates Airlines pilots and staff from their places to airports on assigned routes
- Effectively assist passengers in securing wheelchairs and providing other mobility services
- Ensure appropriate and timely maintenance of vehicles.
- Provide customer service to individuals as they reach their destination.
- Perform vehicle inspection for preventive maintenance.
- Make minor repairs as and when necessary.

### **4. Worked as Light Vehicle Driver & Storekeeper Dubai Contracting Company. PSC from Aug 2008 to Aug 2011**

### **Duties & Responsibilities:**

- Good knowledge of RTA rules & regulations
- Good navigational skills
- Maintained excellent working relationships with distribution and customers.
- Complete daily maintenance checks on the vehicle and notify the manager of any issues.
- Drive in inclement weather, such as light snow.
- Ensure appropriate and timely maintenance of vehicles.
- Perform vehicle inspection for preventive maintenance.
- Make minor repairs as and when necessary.
- Obtained valid signatures on delivery documents.
- Completed daily truck inspection.
- Maintained driver logbook.

### **MAJOR ACCOMPLISHMENTS**

- **Clean driving record – no points, no accidents**

### **Driving License Details**

**License No** : 1529829      **Place of Issue:** Dubai  
**Date of Issue** : 05/01/2010      **Date of Expiry:** 05/01/2026  
**Vehicle Permitted:** Light Vehicle (Manual)

### **DECLARATION**

I now declare that the particulars furnished above are true to the best of my knowledge and belief.

Place: Dubai, U.A. E

**MUHAMMAD NASIR**

