

RIYAS ABDULVAHAB - CURRICULUM VITAE

Email – riyasvhab5@gmail.com

UAE – 052 549 2993



Position : **Driver**
Date of Birth : 13 February 1982
Nationality : Indian
Holding UAE Driving License : **Light Duty Vehicle No. 3**
Visa Status : Visit Visa

Career Progression- Synopsis

2017 September – 2019 December : Driver with Magic Light Building Maintenance L.L.C, Sharjah
2015 May - 2017 May : Plumber /Driver with Prime Building and Contracting L.L.C, Dubai
2010 April - 2013 May : Office Assistant with Seven State Real Estate Company LLC, Dubai

Software Knowledge

MS Office (Excel, Word, Power Point) & Internet Explorer

Academic/ Professional Certifications/Experience

- ITC Diploma in Mobile Hardware and Network Applications
- SSLC Board of Examination, Kerala

Language Known

English, Hindi & Malayalam

Career Progression-Details

(1) **2017 September - 2019 December: Driver with Magic Light Building Maintenance L.L.C, Sharjah**
Duties:

- Transport Office staff, Store & assigned Project site
- Purchase Spare parts and consumable item for project site
- Depositing Cheques, cash payments collection deposits in Banks as well as Collecting and Sending Mails Register from General post Office, Messenger & Courier service
- Performs daily maintenance checks on assigned vehicles and immediately I will inform the supervisor of any required major maintenance or repairs
- Transport cargo to different places safely
- Follow maps to deliver the goods

(2) **2015 May – 2017 May : Plumber/Driver Prime Building and Contracting L.L.C, Dubai**
Duties:

- To carry out repairs, maintenance and installation to all related plant and equipment to correct materials from engineering stores.
- Organize work in a skilled and professional manner.

- To advise supervisor colleagues promptly of any problems on failures.
- Ensure safe working conditions for yourself and your colleagues and report to senior colleagues of any unsafe working conditions
- Ensure that work areas are left in a safe and tidy condition.
- Work on own initiative without full detailed supervision or direction.
- Request support and direction as needed.
- To perform other duties that management may from time to time reasonably require

(3) 2010 April - 2013 May : Office Assistant Seven State Real Estate Company LLC, Dubai

Duties:

- Data entry duties depending on the task set
- Extensive Knowledge of using office equipment's like scanner, fax, and photocopy machines etc.
- Ability to deliver relevant and true information about company ongoing activities as per privacy norms.
- Demonstrated proficiency in composing written communications
- Excellent Interpersonal skills to behave in a best possible way with the visitors in the company
- To manage and organize overall paper & files
- To type down necessary paper for the office
- To respond all calls very sincerely and respectfully
- To be capable of managing complex and multifaceted tasks
- To schedule meeting and appointment with effective time management skills
- Warm and friendly behavior which proves to be an asset in receiving and greeting visitors from outside
- Outstanding loyalty and commitment to the customers'
- Ability to work hard and smart
- Ability to work for late hours with full efficiency

I hereby declare that the above details are correct to the best of my knowledge.

Riyas Abdulvhab
Dubai - 052 549 2993



United Arab Emirates دولة الإمارات العربية المتحدة

Driving License رخصة قيادة





License No. **3701119** رقم الرخصة

Name **Riyas Abdul Vahab Abdul Vahab** الاسم **رياض عبد الوهاب عبد الوهاب**

Nationality **India** الجنسية **الهند**

Date of Birth **13/02/1982** تاريخ الميلاد

Issue Date **23/11/2016** تاريخ الاصدار

Expiry Date **30/11/2026** تاريخ الانتهاء

Place of Issue **Dubai** جهة الاصدار **دبي**

سلطة الترخيص

di1178

Licensing Authority

Traffic Code No.

12833596

الرمز المروري

Permitted Vehicles

أنواع المركبات المصرح بقيادتها

			مركبة خفيفة Light Vehicle	

- This license should be with you when you are driving and should be presented on demand to an authorized person. يجب حمل الرخصة أثناء القيادة وإبرازها عند الطلب للجهات المختصة.
- Give way to ambulance, civil defence, VIP escort and police vehicles. يجب إفساح الطريق لسيارات الإسعاف، الدفاع المدني، الموكب الرسمية والشرطة.



UAE

16 06 0139561 EPM