RIYAS ABDULVAHAB - CURRICULUM VITAE

Email - riyasvahab5@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.

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- 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

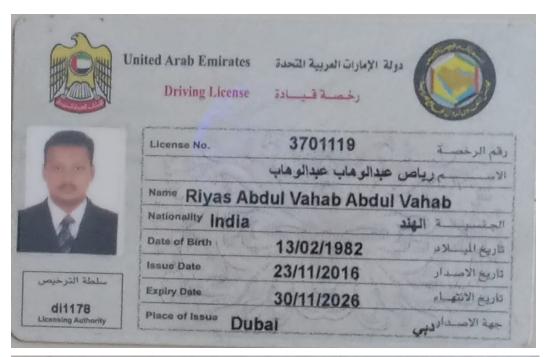
Duties:

- 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 assent in receiving and greeting visitors form 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.

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