



MOHAMMED KHAJA MOINUDDIN

Mob:

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Email:

Khaja_as@yahoo.com

PERSONAL INFO

Date of Birth: 15th Aug 1978

Marital Status: Married

Nationality: Indian

KEY SKILLS

Professional:

PRO Services

Admin Assistant

Driver

Operational:

Service Excellence

Analytical Skills

Critical Thinking

Communication Skills

IT Know-How:

MS Office

EDUCATION

**Salah National (I.T.I) Hyd,
India**

Diploma in Automobiles

Sri Rangarayat, Hyd, India

Diploma in Typing (30 WPM)

Intermediate (Hyderabad
Board)

Driving License: (3 & 5)

Valid 2026

Languages: English, Hindi
& Telugu

EXECUTIVE PROFILE

I have 16 years UAE Driving experience and 6 years PRO experience.

To Obtain a suitable position in an esteemed organization, where I can utilize my qualification and experience to carry out my duties efficiently and develop a successful career.

WORK EXPERIENCE

PRO & Admin Assist

June 2016 – January 2022

AL RIZQ Advertising LLC, Dubai, UAE

Key Responsibilities:

- Overseeing the issuance of new visas and renewal of the existing visas and labor contracts for all the employees of the company in time to keep the company status up to date in the Labor & Immigration Departments.
- Update HR and Admin manager for all the related work as and when required.
- Recommending new labors as per the company's requirement.
- Updated Daily time records of all employees and computer overtime for laborers to be entered in the system.
- Assist the HR Manager in preparation of monthly payroll of all employees.
- Preparing LPO's & Quotation.
- Responsible for updating all business documents like company's trade license renewal, vehicle registration renewal, municipality approvals for signboard installation, and RTA permissions.
- Handling with insurance companies for employees' medical, vehicle, and workmen's compensation insurance.
- Handling Company's Fleet Management.

Driver Cum Office Work

Mar 2009 – Apr 2016

Sign Works LLC, Dubai, UAE

Key Responsibilities:

- Able to drive a diverse set of vehicles.
- Driving safely and responsibly
- Delivering goods directly to a customer's house or to a business's premises.
- Carrying out vehicle maintenance inspections.
- Maintaining a vehicle, keeping it clean, tidy, and well cared for.
- Building up a relationship with customers through regular deliveries.
- Carrying out all checks and procedures from pre-delivery to post-delivery.
- Collection of cheques and delivering materials.
- Responsible for ensuring all the vehicles' safety and maintenance by carrying out regular vehicle inspections.
- Insurance and RTA renewal of all the vehicles on their expiry.
- Responsible for maintaining the company's stock and ensuring smooth deliveries to the customers.
- Clearance of imports and exports shipments from Dubai Ports/application of Dubai Chamber of Commerce.

Driver

Sep 2005 – Sep 2008

Salem Bin Khalfan Land Transport, Dubai, UAE

Key Responsibilities:

- Comfortable with early morning starts, driving long distances & driving at night.
- Dealing with members of the public.
- Good knowledge of workplace Health and Safety.
- Clean driving license, with no accidents.

References

- Furnished upon request.