

Atifullah InayatUllah Khan

Driver / Administrative Assistant

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.



Experience

- Mar 2023
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Continue

Landmark International Realty
Light Vehicle Driver
To drive company vehicles to pick and drop company executive and their families. • Keep vehicles maintain and always make sure it is ready to drive. • Provide assistance to passenger in loading and off loading their belonging. • Keep record of vehicle maintenance, registration, fuel. • Submit and collect documents for company. • Cash, cheque deposits. Having 10 years Driving Experience of luxury vehicles like Bentley, Ferrari, Mercedes, BMW, rang rover, MG, Land Cruiser, and Nissan Petrol
- Apr 2017
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Sept 2020

Leaseplan Emirates LLC Abu Dhabi
Light Vehicle Driver
Well known by UAE routes, locations and Landmarks specifically in Dubai and Abu Dhabi. Kept vehicles well maintained and clean for pleasant passenger experiences. Use of Navigation and GPS tools for finding fast and reliable route. Navigated complex routes without use of GPS or wayfinding in areas of low signal. Maintained clean driving record, adhering to State laws and safety standards. Documented mileage, deliveries, pickups, customer issues and damages. Follow Fleet Supervisor instructions.
- Nov 2011
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Jan 2017

Neelam Group of Companies
Administrative Assistant
Assisting Accounts Department regarding all Banks related Works including Submission & Collection of Documents under supervision of Financial Manager. • Deposits & Withdrawal of Cash & Cheques. • Preparation Of Invoice, Quotations. • Prepare Letter of Credit, Transfers Letters for Account to Account or Direct TTs • Assisting PRO for Preparation, submission & collection of Visa. • Payments of Dewa, Etisalat, Du, RTA Vehicle registration and insurance. • Disbursement of Daily Cash to Company Warehouses and Office Supplies. • Renewal of RTA Parking Cards, Payment of Vehicle fines & Drivers Overtime Preparation. • Payment of Company Property, Flats. Facilitate Logistics Dept of Company for Shipping, Customs & Chamber of Commerce Related Works. • Generate Daily Reports and Submit to Financial Manager. • Keeping records of Files and other Documents physically and electronically. • Checking All Documents for Duplication, Errors, Company Required Format and Missing before Submission and Upon Receiving. • Enter Data in Registers and maintain it on Daily basis. • Classification, sorting and filling of files and Documents. Attending Phone Calls. • Greeting Guest. • Operate a range of office Machines such as Photocopies, Scanners, Printer and Computer. • Facilitate IT Department in upgrading, maintain and troubleshooting PCs & Network Related. • Suffering Internet for getting Information and Problem solving. • Perform Data Entry. & Dispatching Couriers..

Education

- Aug 2006
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Oct 2009

Becholor Of Arts
Kohat University of Science and Technology Pakistan
Economic And Statistics
- May 2004
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Jun 2008

FSc
Burraq Academy of Software and Hardware Engineering
Fsc Computer Science

Achievement

- Member Of Red Cross International
- Light Vehicle Driving Licence Issued In 2013 Dubai
- Cisco Certification Computer Networking
- Defensive Driving Skills GTS Abudhabi

Contact Info

Phone:
0508611718

Email:
atif7336@gmail.com

DOB:
13.08.1983

Gender:
Male

Nationality:
Pakistani

Skills

Attention to detail

Computer

Critical thinking

Customer Service

public relation

Teamwork

Time management

Writing

MS Office

Language

English

Hindi

Urdu

Signature

