

CURRICULUM VITAE

PINNAM SHETTY VENU

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Objective:

As an experienced driver, I would like to utilize my experience and years of hard work in implementing new practices and procedures in the field of driving. I would also like to utilize my self-motivated approach in dealing with critical situations.

Work Experience:

Position: Store Assistant

Company: Al Tanmyah Services L.L.C

(Subsidiary of Dubai Islamic Bank)

Dubai Islamic Bank Admin Department.

Duration: 12/06/2007 to 20/10/2008.

Purchasing of Stationary and Kitchen Equipment.

Duration: 22/11/2008 to 20/12/2009.

Personal Driver of Dubai Islamic Bank Deputy CEO

Duration: 22/01/2010 to 20/12/2012.

Position: Car Courier

Company: Sky. Com Courier L.L.C Dubai.

Duration: 21/12/2012 to 30/01/2015.

- Perform the delivery tasks and pick-up of customer material in a polite, resourceful and professional manner
- Load and unload a delivery truck through a variety of mechanisms
- Ensure documents are delivered and entered accurately
- Perform mailroom duties
- Coordinate of incoming and outgoing mail
- Communicate with main office through a mobile device
- Operate vehicle for the delivery of mail, supplies, products and materials

- Maintain route supply inventory to ensure prompt delivery of products to customers
 - Provide basic customer service by giving required information
- Maintain delivery record.

Work Experience in India:

- Ultra Tech Cement Area Distributor from 02/12/2016 to 05/01/2025.

QUALIFICATIONS AND SKILLS:

Excellent driving skills (Know all areas in UAE).
 Computer literate.
 Responsible and detail-oriented especially with delivery instructions.
 Excellent skills in decision making for routes with the ease of traffic.
 Highly skilled in fulfilling tasks and additional work as needed.

Education:

B.SC (discontinue)

Intermediate +2. Govt of Andhra Pradesh.

Secondary School Certificate (S.S.C)

Driving License:

License No	:	1326481 3&5 {Light Vehicle & light bus}
Issue Date	:	14-Oct-2008
Expiry Date	:	23-Mar-2030

Visa Status:

Visit Visa : 15.03.2025 to 14.05.2025

Personal Profile

Father's name	:	Anantham
Nationality	:	INDIAN
Date of birth	:	12-06-1986
Religion	:	Hindu
Marital Status	:	Married
Linguistic knowledge	:	English, Hindi, Telugu (Mother Language)

Declaration

I hereby declare that the information and facts furnished here are true to the best of my knowledge and belief.