

MUHAMMAD NASEEB SAJJAD

+971-557530381 · Dubai, United Arab Emirates

awaamzs@gmail.com



PROFESSIONAL SUMMARY

Highly motivated Department Team Leader with exceptional ability seeks a challenging position that will utilize my current skills while providing on-going training and job advancement through a growth-oriented company. Service oriented Team Leader with 6 years background in Cleaning and Delivery Driver as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

KEY COMPETENCIES

Employee Management	Reliability	Strong interpersonal skills
Hard working, diligent,	Solid familiarity with DOT	Proactive and self-
punctual. Customer Relations	Excellent communication	motivated Exceptional
	skills	driving history

PROFESSIONAL EXPERIENCE

AI TAYER LOGISTICS DUBAI DRIVER

2023–Present

- ♦ Used safe driving practices at all times. Always helping staff in all conditions.
- ♦ Applications. Notified management of vehicle safety concerns and issues.
- ♦ World finest brands, OUNASS, MAM'S & PAPA'S, JYM SHARK, KHILLS, BLOOMING DEALS and GAP.
- ♦ Greeted staff with warm, friendly welcome for an excellent first impression.
- ♦ Routinely transported deliveries to and from inter-city or out of city locations.
- ♦ Remained calm during rush hour and other stressful driving situations and always deliver deliveries on time .
- ♦ Washed and cleaned vehicle exterior weekly, keeping vehicle presentable and clean.

LANDMARK GROUP Dubai,

2021-2023

DRIVER

- ♦ Install cabinets according to written or verbal instructions. Measure room or installation
- ♦ area. Cot or build cabinets to fit in each space.
- ♦ Follow Blueprints to ensure quality of installation.
- ♦ Experience with hand tools
- ♦ Valid driver's license and clean driving record.
- ♦ Incorporated contractual changes into control systems to maintain realistic contract costs and schedule baselines.
- ♦ Ability to read blueprints or technical drawings.

ETISALAT –Abu Dhabi, ASSISTANT CAMP BOSS

2016-2018

- ♦ Ability to handle Camp, Food and Services of Multi Nationalities.
- ♦

- Register and monthly employees (attendance register).
- Ensure the site, camp facilities, safety or security, kitchen, dining hall, housekeeping, laundry recreation, transportation, or maintenance are in good working order and organized at all time.
- Carefully managed personal information and data to establish optimal privacy for enhanced employees trust.
- Addressed emergency situations by performing first-aid protocols, coordinating with medical personnel for participants requiring medical attention

ETISALAT, Abu Dhabi

2014-2016

Team Leader

- Creating an inspiring team environment with an open communication culture.
- Delegate tasks and set deadlines.
- Oversee day-to-day operation and Set clear team goals.
- Monitor team performance and report on metrics.
- Excellent organizational and time management skills or motivate the team members.
- Delivered quality service with friendly and professional demeanor.
- Resolved complex customer enquiries, disputes and complaints.

EDUCATION

Govt College University, Lahore,

HIGHER EDUCATION

Intermediate – FA

LANGUAGES

Englis

Urdu

Hindi

Punjabi

ADDITIONAL INFORMATION

- No. 3 “MANUAL” Driving License Holder - Dubai - United Arab Emirates
- Certificate of Appreciation (QAF CLOSETS)
- Diploma in Computer Applications
- Certificate of Best Employee
(Etisalat)

REFERENCE

Can be furnished upon demand