



MOHD REYAZ BABU KHAN

ABOUT ME

Dedicated Chauffeur & Light Vehicle Driver with over 2 years of professional driving experience in Dubai, UAE. Skilled in safe transportation, vehicle maintenance, and customer service with a strong focus on punctuality, professionalism, and client satisfaction. Adept at navigating UAE roads efficiently and ensuring a smooth and comfortable ride for passengers. Holds a valid UAE Light Vehicle Driving License and possesses experience in logistics and sales operations. Seeking a challenging role in a reputable organization to leverage my driving expertise, interpersonal skills, and time management abilities.

PERSONAL

- **Date of Birth:** 10/01/1997
- **Nationality:** Indian
- **Visa Status:** Residence Visa
- **Marital Status:** Single
- **Passport Number:** P2635470
- **Date of Birth:** 10/01/1997
- **Place of Issue:** Jammu, India
- **Date of Issue:** 07/06/2017
- **Date of Expiry:** 06/06/2027

EDUCATION

Higher Secondary (Passed)
Provisional Training Certificate – Entrepreneurship

LICENSE

UAE Light Vehicle Driving License

- **Valid Until:** Feb 2030
- **Traffic Code No.:** 2210615694
- **Place of Issue:** Abu Dhabi, UAE

CORE SKILLS

- **Professional Chauffeuring & VIP Client Service** – Delivering exceptional, discreet, and comfortable transportation for high-profile clients.

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reyazawan35@gamil.com

Dubai, UAE

EXPERIENCE

Chauffeur / Light Duty Driver

Elite Luxury Limousine L.L.C, Dubai, UAE

Jan 2023 – Present

- Provide high-end chauffeur services to VIP clients, executives, and high-profile customers, ensuring a luxurious and comfortable travel experience.
- Maintain strict compliance with UAE traffic regulations and company safety protocols to guarantee passenger safety and accident-free driving.
- Conduct routine vehicle inspections, including fluid checks, tire pressure, and interior cleanliness, to maintain a pristine and well-functioning fleet.
- Assist passengers with luggage, door handling, and special requests while delivering exceptional customer service with professionalism and discretion.
- Utilize GPS navigation and real-time traffic updates to select the most efficient routes, reducing travel time and ensuring on-time arrivals.
- Handle confidential and sensitive information with discretion, maintaining a professional demeanor when serving high-profile clients.
- Keep accurate trip records, mileage logs, and fuel consumption reports to assist the company in maintaining operational efficiency.

Salesman

KSL Logistics Cargo, Dubai, UAE

2021 – 2023

- Promoted and marketed logistics and cargo services, identifying client needs and recommending tailored transportation solutions to increase sales.
- Built and maintained strong relationships with customers, providing exceptional service and personalized recommendations to enhance client satisfaction.
- Handled inventory management, stock monitoring, and product restocking, ensuring accurate record-keeping and smooth warehouse operations.
- Negotiated pricing, contracts, and service agreements with customers, consistently meeting and exceeding sales targets.
- Assisted with payment processing, invoicing, and order tracking, ensuring smooth and transparent transactions.
- Collaborated with warehouse and logistics teams to streamline delivery schedules, reducing delays and ensuring on-time product arrivals.
- Conducted market research and competitor analysis, identifying new business opportunities and contributing to company growth.

- **Safe & Defensive Driving Techniques** – Adhering to UAE traffic regulations, ensuring accident-free and smooth driving experiences.
- **Advanced Route Planning & GPS Navigation** – Utilizing real-time traffic updates and GPS systems to optimize travel efficiency.
- **Fleet & Vehicle Maintenance** – Conducting pre-trip and post-trip inspections, ensuring vehicles are in peak operational condition.
- **Logistics & Transportation Coordination** – Managing timely pick-ups, deliveries, and transportation logistics with precision.
- **Customer Service Excellence** – Providing courteous, professional, and customer-focused service to enhance client satisfaction.
- **Punctuality & Time Management** – Ensuring on-time arrivals and maintaining strict adherence to schedules.
- **Confidentiality & Professionalism** – Handling sensitive client information with discretion and maintaining a high level of professionalism.
- **Interpersonal & Communication Skills** – Engaging effectively with clients, colleagues, and management to ensure smooth operations.
- **Problem-Solving & Quick Decision-Making** – Addressing unexpected issues, route changes, and customer requests with efficiency.
- **Cash Handling & Payment Processing** – Managing transactions, invoices, and receipts accurately when required.
- **Traffic & Road Safety Compliance** – Ensuring all trips comply with UAE traffic laws, vehicle regulations, and company policies.

LANGUAGE

- English (Fluent – Read, Write, Speak)
- Urdu (Fluent – Read, Write, Speak)
- Arabic (Basic)

HOBBIES & INTERESTS

- Sports Enthusiast (Football, Table Tennis)
- Music Lover
- Socializing with Family & Friends