



CONTACT

📍 DUBAI, UAE
☎ +971505043476
@ adilanwar21969@gmail.com

ADIL ANWAR.

Dear Hiring Manager,

REF: JOB APPLICATION – PROFESSIONAL DRIVER.

Your recent job posting indicated that you are looking for a responsible, experienced driver to join your team in your company. Throughout my career, I have taken pride in my ability to offer courteous, reliable service, and have worked hard to meet deadlines efficiently.

I am dedicated to my colleagues and do my best to ensure that the customer's and company's needs are met. I pay close attention to detail and offer excellent customer Service.

When problems arise, I do not shy away from accountability, but redouble my efforts to solve them. My commitment to quality and timely service is what sets me apart from the typical driver. I work well with my colleagues, assuming the necessary roles needed to get the job done.

If you're looking for someone who takes initiative and strives to help the company grow, I believe I am the candidate for you. I look forward to speaking with you and thank you for your time.

Sincerely,
Adil Anwar.



ADIL ANWAR.

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PERSONAL DETAILS

Nationality : Pakistan
Language : English, Urdu & Pashtu- Fluent
Working Experience

SKILLS COMPETENCES

Excellent verbal and written communication.



Ability to build and maintain client relationships.



Capability to route planning and optimization.



Familiarity with GPS and routing tools.



Ability to multitask and prioritize tasks.



CAREER SUMMARY /OBJECTIVE

Organized Personal Driver with a clean driving record and extensive knowledge of automobiles. Routinely cleans and performs preventive maintenance on service vehicles, assessing damages and needed repairs, and frequently acknowledged for strong interpersonal skills and quality customer service.

PROFESSIONAL EXPERIENCE

Luxury Car Driver.

ZED LLC COMPANY DUBAI.

- Operates and demonstrates the advanced features of luxury vehicles, such as climate control, entertainment systems, and passenger comfort settings.
- Maintain strict confidentiality regarding clients' personal information, schedules, and discussions during transit.
- Follow all traffic laws and regulations, ensuring the safety of passengers at all times.
- Anticipate client needs and provide personalized services, such as adjusting climate controls, offering refreshments, or assisting with luggage.
- Monitor road conditions and adjust travel plans as needed to ensure punctuality and client convenience.
- Conduct daily vehicle inspections to ensure optimal performance, cleanliness, and compliance with safety standards.

Driver/ Concierge.

SIGNATURE HOTELS, PAKISTAN.

- Provided professional and punctual chauffeuring services for guests and clients, ensuring a smooth and luxurious travel experience.

- Assisted clients with travel arrangements, reservations, and personalized services, including dining, entertainment, and accommodations.
- Coordinated regular servicing and repairs to maintain optimal vehicle performance and reliability.
- Planned and optimized routes using GPS and traffic monitoring tools to ensure timely arrivals and departures.
- Handled client requests with professionalism and discretion, ensuring a seamless and memorable experience.
- Maintained the privacy and confidentiality of clients, handling sensitive information with professionalism.

Security Guard.

PRIVATE RESIDENCE.

- Stayed updated on security protocols, company policies, and legal regulations.
- Operated and maintain security systems, such as alarms, electronic locks, and access control systems.
- Reported malfunctions or issues with security equipment promptly for repair.
- Inspect equipment, doors, windows, and alarm systems to ensure proper functioning and prevent unauthorized access.
- Operate and monitor CCTV systems to observe activities and detect unusual behavior.
- Review and analyze surveillance footage to assist in investigations.

EDUCATION

F. Sc (Pre- Engineering) Certificate

2019

Board of Intermediate & Secondary Education
Madan.

SSC (Science)

2017

Board of Intermediate & Secondary Education
Madan. of Intermediate & Secondary Education
Madan.

Basic Computer Studies

Board of Intermediate & Secondary Education
Madan.