

MUHAMMAD UBAID

📍 Dubai, United Arab Emirates 0000

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SUMMARY

Dynamic operations coordinator with proven expertise at Cafu, excelling in delivery coordination and customer service. Adept at route navigation and vehicle maintenance, ensuring safety compliance and passenger satisfaction. Recognized for enhancing operational efficiency and fostering positive client relationships, consistently delivering exceptional service in fast-paced environments.

SKILLS

- Route navigation
- Vehicle maintenance
- Customer service
- Safety compliance
- Delivery coordination
- Safe driving techniques
- Passenger safety

EXPERIENCE

CAR DRIVER, 09/2024 - 04/2025

Family Driver

- Provided assistance with directions when needed by passengers or customers.
- Responded to customer complaints in a timely manner.
- Performed regular maintenance checks on the vehicle, such as oil changes and tire rotation.

OPERATIONS COORDINATOR, 05/2022 - 05/2023

Cafu, Dubai

- Organized meetings, conferences, and other events related to operations.
- Sourced vendors for cost-effective materials needed for production.
- Created documentation outlining operating instructions for staff members.
- Conducted training sessions for new employees on operational procedures.
- Coordinated daily operations activities and assigned tasks to staff members.
- Maintained accurate records of all operational activities.
- Monitored inventory levels to ensure adequate stock availability.

DELIVERY RIDER, 11/2019 - 01/2022

Noon, Dubai

- Maintained cleanliness of vehicle interior and exterior between trips, refuelling as needed when necessary.
- Communicated with customers about their orders when necessary, providing friendly customer service throughout the process.
- Checked all delivered goods against invoices or other documents, verifying accuracy and completeness of orders.

EDUCATION AND TRAINING

Ideal Cambridge High School, Pakistan, 03/2017
Master of Science

CERTIFICATIONS

- UAE VALID DRIVING LICENSE (A/M)
Issue Date : 03/08/2017
Expiry Date : 19/10/2029