

SUB - APPLYING FOR THE POST OF DRIVER



SOORAJ K.P

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OBJECTIVE

To pursue a career in an esteemed organization holding a responsible position, which would enhance my skills to work in a competitive environment and ensure a winning edge for the organization over its competitors.

PROFESSIONAL EXPERIENCE

Messenger cum Driver

Zajel Courier Service (2015 - 2019)

PRIMARY RESPONSIBILITIES

- Picks up and delivers documents, packages and supplies on deadline.
- Responsible for distributing packages and documents for Institutions, businesses, government agencies, and individuals.
- Deliver important items such as passports, medical specimens, airline tickets, financial documents, legal documents, government environmental documents etc.
- Proper execution of order and dispatch it on time.
- Dealing with customer enquiries face to face, over the phone or via email.
- Cultivate strong relationship with drivers and customers to reduce the stress that comes with last minute schedule changes.
- Monitor any sudden route changes or road construction issues and establish new routes for timely deliveries.

Sales Executive cum Driver

LSH general trading LLC -Dubai (2013 - 2014)

PRIMARY RESPONSIBILITIES

- Managing the sales process from initial contact through to closure.
- Dealing with customer enquiries face to face , over the phone or via email.
- Responsible for assigned sales targets (monthly, quarterly and annually).
- Proper execution of order and dispatch it on time.
- Supervision of Entire Sale Transaction and payment follow up.
- Cold calling to arrange meetings with potential customers to prospect for new business.
- Listening to customer requirements and presenting appropriately to make sales.
- Making accurate, rapid cost calculations and providing customers with quotations
- Attending team meetings and sharing best practices with them.

Sales Assistant cum Driver

Transmed Overseas Incorporated S.A. UAE (2005 to 2013)

PRIMARY RESPONSIBILITIES

- Manage and coordinate sales delivery.
- Deals with all products of McCain/P&G/Sysco and Mars Inc.
- Allocate in preferred location for promotional SKU.
- Responsible for the deliveries and coordinate with sales team on time.
- Effective completion of deliveries.
- Responsible for the quality of the products.
- Responsible for the Vehicle which is allocated to me.
- Keeping good relations with customers.
- Handling cash deliveries.

PERSONAL ATTRIBUTES

- Flexible, optimistic and confidence.
- Young, energetic, dedicated and committed.

- Proficient in using Internet tools.
- Has the motivation to take independent responsibility as well as ability to contribute and be a productive team member.
- Have excellent interpersonal and communication skills
- Good communication skills and presentation capabilities.
- Ability to interact with all levels of people in the organization.
- Possess decision making qualities and positive attitude.
- Self confident and have the ability to understand and get familiar with new atmosphere within a short period

ACADEMIC QUALIFICATIONS

- Secondary School Leaving Certificate Examination (Kerala Board)
- Higher secondary school leaving certificate

COMPUTER PROFICIENCY

Knowledge in Internet, email etc

HOBBIES

- Photography
- Reading
- Listening to music
- Playing football, volleyball and cricket
- Making new friends.

PERSONAL DETAILS

Name	Sooraj K.P
Date of Birth	13 May 1980
Father's name	K.P.Mahmood
Nationality	Indian
Gender	Male
Passport No	T3273571

Languages Known

Address

Visa Status

License

English, Hindi, Malayalam and Arabic.

Dubai-U.A.E.

Visit visa

Valid UAE Driving License

DECLARATION:

I, Sooraj K.P, hereby declare that all the information stated above is true to the best of my knowledge and belief.

Date:

Place:

Sooraj K.P