



DANYAL AHMAD

Objectives

To get a challenging job which enables me to make of my knowledge and abilities, I would like to work in a highly Competitive environment where I not only become productive but also where I achieve a high maturity level in my profession.

Address

Address: Hamdan Street Ruchi Restaurant Building Post Box 109337 Abu Dhabi UAE

Email: danyal_pearl@yahoo.com Gmail: ahmaddanyal27@gmail.com

Phone#: 0545181573 Nationality: Pakistan

Residence visa valid till 25/12/2023 UAE Light Vehicle License

Date of Birth: 07/05/1994

Available for any suitable job + driving

Education

- Allama Iqbal Open University Islamabad, Pakistan 2017
Bachelor of Arts.
- Khyber Pakhtunkhwa Board of Technical Education Peshawar, Pakistan
Diploma Associate Engineer. (Refrigeration and Air Conditioning Technology)
(Heating, ventilation, and air conditioning) 2013
- Board of Intermediate and Secondary Education mardan, Pakistan
Secondary School Certificate. 2010

Certificates

- 3 Months English Language Course from Abdul wali khan University Mardan.
- 3 Months English Language Course from International Islamic University Islamabad.

Online certificates

- 3 months AutoCAD course from virtual university Islamabad.
- 3 months freelancing course from virtual university Islamabad.
- 3 months graphic design course from virtual university Islamabad.

Work experience

- Customer Service in Shop 6 year experience in Cashier + Buying and selling.
- Two year Driving experience.
- Worked with German Rent a Car as Admin Driver.



- Worked as Driver with SEHA Ambulatory Healthcare Services.



- 6 Months experience with the embassy of Kindom of Swaziland as Chauffeur Driver from march till august in 2020.
 - Renewal diplomatic ID card
 - Making airport passes
 - Foreign affairs work
 - Renewal and registration of diplomatic vehicles



Job skill 2013-2019

- Excellent customer service / Satisfaction
- Negotiation / Communication
- Financial Management

Skill

- Time management
- Self-motivation
- Self-confidence
- Interpersonal skill
- Respectfulness and patience
- Punctual

Computer skill

- Graphics and writing skill
- Installing computer hardware and software
- MS-office
- Photoshop
- Typing Course
- Internet browsing
- Emailing

➤ Available upon request

Cover letter

Dear concerned:

Are you looking for a committed and hardworking employee in your team?

I'm Danyal Ahmad; My Qualification is Bachelor of Arts and also have Diploma RAC Refrigeration & Air Conditioning.

I have my own Residence visa of the United Arab Emirates and I can transfer any time and have UAE light vehicle license.

I worked with the embassy of kingdom of Swaziland as chauffeur Driver.

I worked as Driver with German Rent a car also with SEHA Ambulatory Healthcare Services in Abu Dhabi UAE.

I have Good Communication and Management skill and also able to work in a team and also having good decision making skills and ready for any suitable work.

If your company need my services and you want to observe my skills and experience just call me for an interview.

I will be waiting for your replay. My detailed resume is attached for your reference.

Thank you for your consideration

Yours sincerely

Danyal Ahmad



Danyal Ahmad
Hamdan Street Ruchi Restaurant
Abu Dhabi.

The Embassy of the Kingdom of Swaziland has the honor to inform you that the recent interview process for the position of Chauffeur Driver has been completed and is pleased to inform you that your application and interview therein has been successful.

This offer of employment is with effect from march till august 2020.

Your remuneration package is as follows:

Basic Salary	-	AED 6000.00 per month
Transport Allowance	-	USD 1643 maximum per month (Calculations are based on number of days worked in each month)

Furthermore, the Embassy of Swaziland wishes to inform you that you are engaged on **period starting from the date of assumption of duty.**

Working hours are 09h00 to 16h30, Sunday to Thursday, with one hour lunch break.

If this offer of employment meets your approval please sign below and copy of this letter will serve as a confirmation of acceptance.

CHARGE D'AFFAIRES A.I.

