

DRIVER

Summary

As a passionate and dedicated professional with more than five years of experience in the fields of law, linguistics and interpretation, I write to apply for the (...) position with (....). I graduated with a Bachelor's degree in Academic Law from J.S.S. Law College in Karnataka, India. I utilized my substantial knowledge of legal practices in Karnataka, where I provided legal aid to civil societies, government organizations, and impoverished community members on issues of child abuse. I developed valuable communication and management skills while making strong contributions to an important social issue during my time at the Legal Aid Cell.

Highlights

Microsoft Office including Word, Excel, and PowerPoint from Aptech Learning Institution.

- Microsoft Office including Word, Excel, and PowerPoint from Aptech Learning Institution.

Accomplishments

I AM FLIXILBEL AND HARD WORKING .

Experience

DRIVER

April 2015 to March 2016 Company Name - City , State

- Welcome Costumers to my car.
- Asking them where he/she wants to go.
- And sometimes my friends calling me for helping them for changing their batteries.
- And also to change the tires.
- Server Fire of Brazil 07/02/2014 - till now Hold an important role in the food service industry.
- Greeting customers as they arrive.
- Arrange for appropriate seating arrangements and take orders.
- Pleasant and welcoming as customer satisfaction and retention is my prime concern Ensure that the menu is available and in good physical condition.
- Direct or escort quests to their seats.

Relation Officer

September 2013 to March 2014 Company Name - City , State

- Compiled information for reports and filed documents to be distributed to related offices and provinces.
- Traveled to provinces once a week to assess the situation of each area and draft reports accordingly.
- Assisted manager with administrative duties as necessary.
- Translator, Legal and Cultural Advisors.

International Security Assistant

January 2011 to January 2013 Company Name - City , State

- Provided live and direct translation between Farsi (Daro), Pashto, and English for American military personnel in official meetings with regional governor, police headquarters, ANCOP (Afghan National Civil Order Police), CDP (Community Development Program) local chiefs, elders, municipality, Education Department of Kunduz Province in order to ensure security and implementation of infrastructure projects throughout the province.
- Translated confidential government/military documents, letters of complaint from civilians, and other classified information while maintaining exceptional levels of confidentiality.
- Maintained line of communication with management through recordkeeping and other administrative processes.

Case Researcher

January 2010 to January 2011 Company Name - City , State

- Provided holistic and comprehensive case management services to all clients.
- Maintained a caseload of families and met with each client weekly for up to 12 months.
- Input accurate and complete client data into the agency database.

English Instructor

January 2005 to January 2007 Company Name - City , State

- English Language Center Puli Khumri, Afghanistan.
- Instructed English as a Second Language and taught students conversational and written English.
- Maintained meticulous lesson plans including reasonable tasks and homework assignments for students and prepared monitoring reports for the course manager.
- Participated in professional development opportunities and applied concepts learned to classroom and institute activities.

LEGAL AID

January 2008 to January 2011 Company Name - City , State

- Provided legal aid to civil societies, voluntary organizations and individuals working across the country espousing the cause of improving the rights of children.
- Offered door to door legal advice to impoverished community members, communicating advanced legal concepts using layman's terms to facilitate understanding.
- Closely coordinated with government bodies entrusted with the care and protection of children, including instructing the State Legal Services Authority to ensure appropriate legal action against offenders of child labor, human trafficking, and other forms of child abuse.
- Prepared complex reports and legal drafts, ensuring full compliance with agency requirements and tight deadlines.

SERVICE

January 2008 to January 2011 Company Name - City , State

- Conducted seminars and presentations regarding the importance of small family size, health education, and financial literacy.
- Facilitated success of social service programs aimed at improving the status of women.
- Aided in relief and rehabilitation efforts during periods of national calamity.

Education

Bachelor of Academic Law : LAW , 4 J.S.S Law College Mysore - City , State , India

Languages

I am fluent in English, Pashto, and Daro and have advanced speaking abilities in Hindi. In the past, I have translated between Farsi (Dari), Pashto, and English for American military personnel. Additionally, I taught English as Second Language at an English Language Center in Puli Khumri, Afghanistan.

Skills

administrative, administrative duties, agency, case management, client, clients, customer satisfaction, database, Fluent in English, English, Farsi, financial, forms, government, health education, Hindi, instructing, Legal, lesson plans, letters, meetings, Excel, Microsoft Office, PowerPoint, Word, personnel, Police, presentations, prime, processes, speaking, rehabilitation, seminars, translation, Translator, Urdu, written