

TUL BAHADUR GURUNG

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Dubai-United Arab Emirates



POST APPLYING FOR: DRIVER

CAREER OBJECTIVE:

Currently seeking for an employment with an organization where my skills can be utilized.

PERSONAL DETAILS:

- ❖ Name : TUL BAHADUR GURUNG
- ❖ Nationality : Nepalese
- ❖ Date of Birth : 12th June, 1984
- ❖ Religion : Hindu
- ❖ Marital Status : Single
- ❖ Gender : Male

SKILLS:

- ❖ Knowledge of all UAE roads and locations
- ❖ Having good communication and interpersonal skills Can work well under pressure
- ❖ Professional and well-behaved
- ❖ Hardworking, self-motivated, and capable of working independently
- ❖ Keep excellent interpersonal relations with colleagues and always be willing to help them

EDUCATIONAL QUALIFICATION:

- ❖ 10th Class Education Completed from Shanti Secondary School-(Nepal)

PROFESSIONAL EXPERIENCE:

- ❖ **COMPANY** : **Map Ventures (Eros Group)**
- Position : Driver / Office Assistant
- Duration : October 2021 to Present
- Location : Dubai-UAE

Responsibilities:

- ❖ Collection of company products from Customs
- ❖ Collection of company documents from PO Box,
- ❖ Pick-up and drop-off of staff when they need their medical (new visas and renewals)
- ❖ Going to Amer for the typing of Medical/ Visa documents for staff
- ❖ Going to Tasheel for collection of staff's Visa
- ❖ Buying Office Supplies whenever required
- ❖ Ensured prompt servicing of vehicles

- ❖ **COMPANY** : **Eros Group (Warehouse Distribution)**
- Position : Market Delivery / Home Delivery
- Duration : June, 2013 to October, 2021
- Location : Dubai-UAE

Responsibilities:

- ❖ Take stock of designated vehicle
- ❖ Check the tires, engines, and seatbelts to make sure they're in good condition
- ❖ Mentally chart out best possible route to reach desired destination
- ❖ Maintain professional decorum during commute time
- ❖ Maintain a correct understanding of destinations and contacts in order to make deliveries
- ❖ Ensured prompt servicing of vehicles

❖ **COMPANY** : **Eros Group (Corporate Office)**
Position : Market Delivery / Home Delivery
Duration : June, 2011 to June, 2013
Location : Dubai-UAE

Responsibilities:

- ❖ Collection of company documents from PO Box
- ❖ Pick-up and drop-off of staff when they need their medical (new visas and renewals)
- ❖ Taking employees to and from their workstations from their company accommodations
- ❖ Going to Amer for the typing of Medical/ Visa documents for staff
- ❖ Going to Tasheel for collection of staff's Visa
- ❖ Buying Office Supplies whenever required
- ❖ Pick and drop Passenger professionals from /to desired destinations
- ❖ Ensured prompt servicing of vehicles

❖ **COMPANY** : **Eros Group (Corporate Office)**
Position : Warehouse Assistant
Duration : 22nd May, 2007 to May, 2011
Location : Dubai-UAE

Responsibilities:

- ❖ Assist with receiving, unloading, counting and stocking physical inventory in the warehouse
- ❖ Open boxes, crates and other containers
- ❖ Ensure orders are processed efficiently and that the delivery of materials meets customers' expectations and business timelines
- ❖ Pick items according to the Order form
- ❖ Inspect items to ensure they're not damaged or faulty and adjust inventory accordingly
- ❖ Pack item according to specified packing guidelines
- ❖ Maintain safe and clean work environment by keeping shelves, inventory space and work stations neat; sweep and vacuum
- ❖ Wear the proper safety equipment

LANGUAGE:

- ❖ English : Speaking, Reading & Writing
- ❖ Hindi : Speaking, Reading & Writing
- ❖ Nepali : Mother Language

DRIVING LICENSE DETAILS:

- ❖ License No : 1638509
- ❖ Date of Issue : 21/11/2010
- ❖ Date of Expire : 21/11/2025
- ❖ Place of Issue : Dubai-UAE
- ❖ License Status : Light Vehicle (03)

PASSPORT DETAILS:

- ❖ Passport No : 07354885
- ❖ Date of issue : 13th May, 2014
- ❖ Date of Expiry : 12th May, 2024
- ❖ Place of issue : Nepal
- ❖ Visa Status : Employment Visa

DECLARATION:

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience

Tul Bahadur Gurung