



Contact

Phone

+971 52 544 6254

Email

abdulhazardofficial@gmail.com

Address

Al warqa -1 , dubai , uae

Education

BACHELOR OF COMMERCE MANGALORE UNIVERSITY

St.philomena pre degree
college puttur, manglore

PRE UNIVERSITY PU EXAMINATION BOARD MANGALORE

st. philomena pre university
college puttur, manglore

BOARD OF HIGHER SECONDARY EXAMINATION

navodaya higher secondary
school bettampady

Skills

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

Language

- English (Fluent)
- Arabic (Basic)
- Hindi (Basic)
- Malayalam(Fluent)
- Kannada(Fluent)
- Tamil(Fluent)

ABDUL HAZAD

career objective

seeking a challenging career that provides a motivating work environment, as well an opportunity for career advancement to increase enhances, broaden and properly utilize my qualifications as well as experience.

IT Exposure

- Operating system - Windows XP/ Windows Vista and Windows 7
- Software Known - MS Office all Versions(2003,xp,2007,2010)
- Email Management - MS Outlook and Outlook Express

Experience

ICONIC MOTORS, Al Aweer - Auto Market, Ducamz, Dubai

Messenger & Driver

Responsibilities:

- Picking up and delivering vehicles across different sites.
- Handling company documents, invoices, and parcels securely.
- Coordinating with the showroom and office teams for daily tasks.
- Keeping log records of deliveries and vehicle movements.
- Maintaining good communication with clients and staff.

Ghassan Aboud Cars, Al Aweer - Auto Market, Dubai

Driver

Responsibilities:

- Safely transporting vehicles to different locations.
- Picking up and dropping off staff and visitors.
- Ensuring vehicle cleanliness, fuel, and regular maintenance. Supporting showroom operations when required.
- Delivering documents and parcels to designated places.

Ghassan Aboud Cars, Al Aweer - Auto Market, Dubai

Office boy

Responsibilities:

- Maintaining office cleanliness and organization.
- Preparing and serving tea, coffee, and refreshments.
- Handling photocopying, scanning, and filing documents.
- Assisting staff with basic administrative tasks.
- Delivering documents inside the office when required.

Reference

seeking a challenging career that provides a motivating work environment, as well an opportunity for career advancement to increase enhances, broaden and properly utilize my qualifications as well as experience.

Phone: +971 525446254

Email : abdulhazardofficial@gmail.com

ABDUL HAZAD