

Muhammad Wajid

S/O Akhtar Hussain

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Professional Summary

Versatile and skilled professional with a spotless driving record and proven success in both driving and sales roles. A Diploma in Information Technology graduate with strong communication and effective sales skills. Dedicated to ensuring passenger safety, optimizing travel efficiency, and exceeding sales targets in a competitive market.

Education

Diploma in Information Technology (DIT)

Aligarh Model College, Multan

09/2016 - 08/2017

- Operating System
- MS Office
- Database Concepts
- Internet and Inpage

Intermediate

Govt. H.S.S. Kot Mela Ram, Multan

09/2013 - 09/2015

- Mathematics
- Computer Science
- English
- Economics

Matriculation

Govt. High School Tataypur, Multan

09/2011 - 07/2013

- Physics
- Chemistry
- Computer Science

Work Experience

Professional Driver / Sales Person

Ahmad Concrete, Multan

01/2023 - Present

- Performed dual roles as a driver and sales representative, maintaining multi-tasking efficiency.
- Achieved zero accidents or violations while driving, ensuring passenger safety.
- Consistently exceeded sales targets in a competitive market.
- Applied strong negotiation skills to secure beneficial deals.

Professional Driver

Indrive, Islamabad

06/2021 - 08/2022

- Maintained a spotless driving record with zero accidents or violations.
- Consistently received positive feedback from passengers for courteous and safe driving.
- Navigated efficiently through diverse routes, optimizing travel time.
- Adhered to safety regulations to ensure the well-being of passengers.
- Built professional, positive interactions with passengers, leading to repeat business.

Skills

- Communication Skills
- Licensed Driver
- MS Office

- Typing Skills
- Effective Sales Skills

Certifications

- Defensive Driving and Traffic Rules (03/2021 - 04/2021)
- Diploma in Information Technology (DIT) (09/2016 - 08/2017)

Organizations

- Indrive, Islamabad - Professional Driver (06/2021 - 08/2022)
- Ahmad Concrete, Multan - Professional Driver / Sales Person (01/2023 - Present)

Languages

- English: Limited Working Proficiency
- Urdu: Native or Bilingual Proficiency
- Punjabi: Full Professional Proficiency

Interests

- Driving
- Programming
- Travelling