



Noman Sakhi

Room No.22, Building No.4248, Al Fursan Road, Al Munsiyah,
Riyadh, Saudi Arabia

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Objective

A Highly Energetic, Result Oriented and Committed Individual, having comprehensive experience along with strong convincing & demonstrative abilities of conversation. I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I have more than 5 years of experience in Gulf countries in different sectors.

Experience

- **Shift Inc.Riyadh** 22 Oct 2022 - Continue
Chauffeur
Duties & Responsibilities:
 - Drive and maintain assigned vehicles in the safest manner possible, ensuring passengers safety and comfort.
 - Implement vehicle safety inspections, perform maintenance, and service vehicles as needed
 - Provide prompt and professional service to customers
 - Provide excellent customer service.
 - Provide a timely, safe, and courteous transportation service to all guests.
 - Ensure vehicles are clean and well-maintained.
 - Assist guests with luggage, assist with loading and unloading luggage, and escort guests to vehicles.
- **ABV ROCK GROUP LTD. KSA** 01-09-2016 - 16-02-2019
Driver Light Vehicle
 - Ensure the safe and efficient transportation of passengers or goods to designated destinations.
 - Conduct regular checks on the vehicle's condition, perform routine maintenance, and report any issues promptly.
 - Plan and choose optimal routes to reach destinations in a timely manner, considering traffic conditions and any special requirements.
 - Provide courteous and professional service to management staff, addressing their needs and maintaining a positive interaction.
 - Keep accurate records of trips, mileage, and fuel consumption, and ensure all necessary documentation is up-to-date.
 - Be prepared to handle emergency situations, including knowledge of basic first aid and proper communication in case of accidents or breakdowns.
 - Ensure that the vehicle is equipped with necessary safety features, and educate passengers on safety measures when required.
 - Manage time effectively to adhere to schedules and deadlines, especially in the case of transporting passengers on a set timetable.
 - Maintain clear communication with supervisors, dispatchers, or relevant authorities as needed, reporting any issues or incidents promptly.

Education

- **Government High School Dhulli ,Janoobi Bagh,Pakistan Pakistan**
Matric
A Grade

2007-2009

Skills

- Time Management
- Attention to Detail
- Critical Thinking
- Customer Dealing
- Driving

Reference

- Can be furnished upon request -