

## **ANSAR M.V**

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Visa Status – OWN VISA-WITH NOC(Transferable)

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### **CREER OBJECTIVE**

To serve the company to the fullest of my ability and to grow along with the Company. I also look forward towards having a better career option in the organization.

### **SUMMARY OF EXPERIENCE & SKILLS**

I am a Professional Driver cum Messenger with almost 18 years of experience as Chauffeur Office Assistant & Driver in different companies in UAE. I have valid UAE DRIVING LICENSE (Manual), I am familiar with routes of almost all well-known location of Dubai, Abu Dhabi, Al Ain, Ajman, Sharjah and Ras Al Khaimah and of other Emirates. Capability of long working hours and experience of driving Luxury vehicle (Bentley/Rolls-Royce//MercedesBenz-SClass, Maybach/BMW/Porsche) in UAE.

### **Roles& Responsibilities**

- Safely and timely drive the employer to work and back, and to occasions
- Safely drive the employer's relatives, visitors, business partners and associates to and from places authorized by the employer
- Ensure that the car is clean at all times by washing both its inside and outside parts
- Carry out routine inspection on the car to ensure that it is always in good condition

- Identify electrical and mechanical problems that may hinder smooth working of the car and carry out minor repairs and maintenance where necessary
- Consider different routes, check climate and traffic reports to decide the best time to travel and the best route to take
- Follow-up on Vehicles movement
- Vehicle wise expense report on SALIK & FEUL. (Monthly)
- Prepare daily transport plan
- Follow up with the Insurance for updated Insurance paper for the Vehicles
- Follow-up on vehicle accident reports and repairs and claiming from Insurance.
- Keep Track of Vehicle Fleet Maintenance
- Manage emergency in case of accident of company cars/drivers
- Renewing of Mulkiya of Vehicles
- Prepare a weekly report of Vehicle maintenance
- Monitor the vehicle movement through vehicle tracking system, monitor the stop status and vehicle movement time.
- Safely keep receipts for vehicle repairs and maintenance and other records and reports concerning the employer's car(s)
- Keep a travel log to record locations travelled to, travel time, and work hours
- Carry out other assignments that may be given by the employer.

## **WORK EXPERIENCE**

**1.PRIVATE DRIVER KHALID ASG 2020 JAN TO 2023 MARCH**

**2. DRIVER CUM MESSENGER - HAMAD MOHAMMAD SHAIKH MEJREN 2017 TO 2020**

**3. TAXI DRIVER - DTC (DUBAI TAXI CORPORATION) IN DUBAI. 2012 TO 2017 DECEMBER.  
(5YEARS)**

**4. DRIVER - GLOBAL ENGINEERING IN SHARJAH, AIRPORT FREE ZONE 2008 - 2012(5 YEARS)**

**5. DRIVER - CLIPSAL ELECTRICAL IN SHARJAH AIRPORT FREE ZONE 2007- 2008 (1 YEAR)**

**6. DRIVER - TRADE MOUND IN SHARJAH AIRPORT FREE ZONE 2006 -2007 (1 YEAR)**

#### **Driving License**

- **Hold a valid UAE driving license**
- **Category: light vehicle (Manual) License No: 2035133**
- **Expiry Date: 11/05/2024**

#### **Educational Details**

- **Higher Secondary (+2) Passed- University of Calicut India Kerala.**
- **Basic Computer Skills- (MS Office)**

#### **Personal Details**

- **Date of Birth** : **29th May 1985**
- **Sex** : **Male**
- **Marital Status** : **Married**
- **Nationality** : **Indian**
- **Passport No.** : **M 7147368**
- **Languages Known** : **Arabic, English, Hindi & Malayalam.**

#### **Declaration**

**I hereby confirm that the data furnished above are true to the best of my Knowledge.**

**Yours Sincerely,**  
**ANSAR M.V**