

# Shaik Mubeen

Email: [shaikmubeen380@gmail.com](mailto:shaikmubeen380@gmail.com)

Phone: +971-508 269 365

Location: Abu Dhabi, UAE

Visa Status: Employment Visa



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## Professional Summary

Experienced driver with a solid background in transport and logistics. Over 8 years of professional experience in delivering high-quality services in driving, office assistance, and messenger roles. Proficient in managing schedules, ensuring timely deliveries, and maintaining a professional demeanor. Holds a valid UAE manual driving license.

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## Skills

- Route Planning and Navigation
- Time Management and Punctuality
- Package Handling and Delivery
- Customer Service and Communication
- Attention to Detail

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## Languages

- **English:** Full Professional Proficiency
- **Arabic:** Limited Working Proficiency
- **Hindi:** Full Professional Proficiency
- **Kannada:** Full Professional Proficiency

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## Work Experience

### Driver

**Venus Infrastructure Contracting LLC, Abu Dhabi, UAE**

*September 2023 – Present*

- Conduct timely pickups and drop-offs across assigned routes.
- Ensure vehicle maintenance and cleanliness at all times.
- Deliver exceptional service by adhering to traffic regulations.

### Driver, Ground Service Department

**Etihad Airport Services, Abu Dhabi, UAE**

*September 2021 – March 2022*

- Handled transport duties within airport premises ensuring safe and timely service.
- Coordinated with team members for efficient operations and logistics management.

## Driver / Messenger

Arabian Scandinavian Insurance Company PLC – Takaful, Abu Dhabi, UAE

December 2017 – August 2021

- Delivered documents and packages efficiently to clients and departments.
- Maintained accurate records of deliveries and pickups for accountability.

## Office Boy

Gulf Business House LLC, Abu Dhabi, UAE

February 2015 – November 2017

- Assisted with office maintenance, administrative tasks, and errands.
- Ensured cleanliness and organization within office premises.

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## Education

Secondary School Leaving Certificate (S.S.L.C)

KSEEB Board, Bangalore, India – 2006-07

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## Professional Qualification

- **UAE Driving License (Manual):** No. 2406478 (Expiry: 08/12/2029)

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## Personal Information

- **Date of Birth:** 01-06-1989
- **Gender:** Male
- **Nationality:** Indian
- **Religion:** Muslim
- **Marital Status:** Married

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## Passport Details

- **Passport Number:** S6683595
  - **Date of Issue:** 22/01/2019
  - **Date of Expiry:** 21/01/2029
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