

Asif Peter



Contacts: 052-4095612
Email: asifpeter@gmail.com
Address: Sharjah, UAE
Visa Status: Freelancer Visa

OBJECTIVES:

To work in a learning and challenging environment, utilizing my skills and knowledge to be the best of my abilities and contribute positively to my personal growth as well as the growth of the organization.

PROFESSIONAL SUMMARY:

A professional driver with experience in coordinating, planning and supporting daily company transportation needs and assisting in administrative functions. Knowledge in file submission and obtaining various approvals from local authority. Strong product delivery background.

PERSONAL INFORMATION:

Date of Birth: June 11, 1980
Nationality: Pakistani
Passport #: AE3428704
Languages Known: English, Urdu, and Punjabi

Driving License Detail:

Category: Light Vehicle License
License no: 109927 (RAK)
Valid UAE Driving License

QUALIFICATIONS:

Matriculation in Arts: St. Franciscan Boys High School, Lahore, Pakistan Year 1996–1998

COMPUTER SKILLS:

- Microsoft Word (Formatting).
- Microsoft Excel (Prepare worksheet).
- E-Mail Communication
- Web Browsing

Professional Experiences:- 14 Years UAE Driving Experience

Al Mashaher Medical Center LLC (Dubai, UAE)

September 2022 – to date

Working as a Messenger

- Pick-up and deliver messages, documents, packages, patients, lab samples, confidential material, and other items directly to addressee or department as directed.
- Responds to simple patient requests.
- Provides supportive customer service, functioning as part of the patient care team and demonstrating appropriate behavior in interactions with staff, patients and visitors.
- Uses germicidal wipes and disposable gloves to disinfect transport equipment prior to patient transport and at the completion of the assignment.
- Follows infection control guidelines and safety protocols when transporting patients and patient equipment.
- Perform office, clerical, and other related duties as assigned.
- Performs other related duties as assigned.

NMC Royal Hospital (Sharjah, UAE)**February 2018 – November 2021**

Worked as Driver

- Monitored proper traffic flow in assigned area of pickup and drop-off.
- Explained valet process to clients and visitors in a detailed, user friendly manner which ensured common understanding
- Transported patients in wheelchairs to and from the hospital and their vehicles
- Transporting patients and clients utilizing company vehicles in a safe and professional manner.
- Directed the opening and closing of the valet lot
- Perform all duties as assigned by All Points Assisted Transportation.
- Place patients on stretchers, and load stretchers into ambulances, usually with assistance from other attendants.

Middle East Express L.L.C (Sharjah, UAE)**February 2013 to July 2015**

Responsibilities as Collections Executive/ Driver

- Collection of Documents / Payments from customers.
- Bank related Deposits/ withdrawals/Payments
- Delivery of Goods.
- Pick & Drop employees

Al-Sadiqa Scrap Trading Co. (Ras Al-Khaima, U.A.E)**July 2008 – January 2013**

Responsibilities as: Driver Cum PRO

- Manage day to day operations of the business while the owners explored new business interests.
- Manage all Business to Business accounts and sales
- To Increase sales by adding multiple corporate accounts
- Negotiation of product prices as dictated by current market price or competitive consideration
- Monthly reporting on different sales channels factoring cost, shipping and Profitability.
- Additional responsibilities include inventory control, shipping, customs handling and Government regulatory coordination.
- Good Knowledge of Topography of Dubai and Northern emirates.

Worked as Driver in Pakistan Local Company (Lahore, Pakistan)**May 2003 – June 2008**

- Deliver a wide variety of items to different addresses and through different routes
- Follow routes and time schedule
- Load, unload, prepare, inspect and operate a delivery vehicle
- Ask for feedback on provided services and resolve clients' complaints
- Collect payments
- Inform customers about new products and services
- Complete logs and reports

Worked as Salesman in Garments shop (Pace Mall), Lahore, Pakistan**Dec 1999 – April 2003****PROFESSIONAL ACHIEVEMENTS OVERVIEW:**

- An open-minded individual with a flexible approach to work, which enables accommodation of change.
- Able to work well with a group or on own initiative. Willing to take any responsibilities and assignments, regardless of the challenge.
- A self-reliant individual with the ability to pick up new ideas and concepts quickly. Enjoys learning new skills and methods of working.
- Takes pride in producing excellent work and can accept constructive criticism. Organized and can work under pressure in a busy environment.

REFERENCE:

Reference will be furnished upon demand