

CURRICULUM VITAE



RAJESH B. R
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OBJECTIVE:-To enhance a career that tests my professional abilities, add value and make an attempt to achieve organization and individual goals, also to further enhance my skills through learning and meet the challenges at any given chance.

MAISON DE PRINCE LTD FZE (DAFZA), DUBAI from 2012 to 2017

Driver cum customs clearance representative 5years' experience in this company

DUTIES AND RESPONSIBILITIES

- Deliver important documents to required destinations.
- Ensure that all deliveries have been signed for and delivered to the correct recipient.
- Keep the vehicle clean and maintained
- Determine best, fastest and safest route.
- Drive safely, responsibly and be prepared for all road conditions.
- The vehicle to check a good working condition at all times.
- Follow regulations and traffic rules etc.

KROMBERG & SCHUBERT (JAFZE):- From June 2008 to April 2012

- Maintain punctuality office times and pick up and drop office staff
- Company documents submit the custom& chambers
- Important documents delivery on time
- Bank details and documents handling
- Office work and purchasing office material

EDUCATIONALQUALIFICATION

- S.S.L.C from the Board of Public Examination Gov. of Kerala, India
- +2 COMMERCE
- I.T.I (Electrical), One year Apprenticeship Training
- Holding U.A.E. Driving License

COMPUTER PROFICIENCY

Operating system : Windows2000, XP, VISTA, WINDOWS 7 & 8

MS office package : Excel, Word & PowerPoint

PERSONALDETAILS

Gender : Male

Date of Birth : 08-01-1986

Nationality : Indian

Marital status : Single

Languages Known : Malayalam, English, Hindi, and Tamil.

PASS PORT DETAILS

Passport Number : S 8963591

Date of issue : 26-10-2018

Date of Expiry : 25-10-2028

Place of issue : Cochin

DECLARATION

I do here by solemnly state that above mentioned are facts and true to the best of my knowledge

DATE:

PLACE:

RAJESH.B.R