

CURRICULLUM VITAE

WAQAR AZIM

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Driving Licence 19/July/2016

Address: Dubai



Career Objectives:

Energetic and dependable driver with a solid record of safe transportation of passengers, offering great skills in delivery management to contribute to company mission and goals.

Storekeeper and Delivery Driver: (September 2021 to Until now)

- Company Swiss Premium Chocolate Cafe LLC

Duties & Responsibilities:

- Assisted customers by answering questions and suggesting merchandise.
- Trained and supervised new associates in grocery, produce and administrative departments.
- Received, merchandised and arranged all shop items for visual display.
- Monitored merchandise on shelves and in storage using inventory control system.
- Received product shipments and organized in stockroom storage area.
- Documented shipping and receiving records to confirm receipt of orders.
- Completed on-time deliveries by choosing best and most efficient routes.
- Disposed of waste, shipping materials and hazardous items in compliance with company and governmental regulations.
- Delivered packages to customer doorsteps and business offices.

Light Vehicle Driver: (September 2020 – August 2021)

- Company Space Imaging Middle East

Duties & Responsibilities:

- Kept vehicles well maintained and clean for pleasant passenger experiences.
- Delivered services to customer locations within specific timeframes.
- Maintained excellent attendance record, consistently arriving to work on time.



Edit with WPS Office

Professional Chauffeur :(September/2018 to August/2020)

- Company Royal Way Luxury Transport

Duties & Responsibilities:

- Waited for passengers at designated high-volume locations such as airports and popular nightlife spots.
- Stored passenger luggage and personal items with care for safety and security.
- Calculated rides costs, received money and returned change.
- Operated party vehicles, buses and town cars.
- Maintained vehicle cleanliness to maximize passenger satisfaction.
- Maximized passenger satisfaction by keeping vehicles in safe and clean operating condition.
- Arrived on time to customer appointments.
- Checked condition of vehicle's tires, brakes and safety equipment to maintain systems in working order.

Security Officer: (July/2012 To June/2018)

- Company Name Star Security Services

Duties & Responsibilities:

- Supervise and oversee security functions in an organization.
- Train and schedule programs and functions to security personnel.
- Evaluate, assess and analyse performance of security personnel.
- Initiate disciplinary measures wherever necessary.
- Provide security to office staff, buildings and properties.
- Keep the premises free from all kinds of dangers.
- Screen visitors before allowing them to enter the premises.
- Maintain all security devices and products in good working condition.
- Develop and implement preventative measures against accidents, thefts and other risks.



Professional Training in UAE: (July/2012)

- NSI (National Security Institute)
- PSBD (Private Security business Department)

Work Experience in Pakistan: (03/2011 To 05/2012)

General Banking Officer National Bank of Pakistan:

Duties and Responsibilities

- Account Opening
- Deposit Section
- Clearing Section
- Foreign Remittance

Education Qualification:

- B.Com 2011 (Punjab University)
- I.COM 2007 (Rawalpindi Board)
- Matriculation 2005 (Rawalpindi Board)

IT Foundation & Microsoft Office:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- All Windows can Run (XP, Vista, Window 8/10)

Personal Details:

- Nationality Pakistani Date of Birth 09-09-1987
- Gender Male Marital Status Married



- **Religion** Muslim
- **Language** English,Arabic,Urdu,Hindi

Passport Detail:

- **Passport Number** DK1850194 **Place of Issue**
Rawalpindi
- **Date of Issue** 06-04-2021 **Date of Expiry**
05-04-2031

Extra-Curricular Activities:

- Self-confidence & friendly nature makes me to adjust easily with different people and situation.
- I have a Compete taking responsibilities for sustain proud of time to meet work schedule for Demand.

Declaration:

I hereby declare that the above given information is true, correct and complete to the best of my Knowledge and belief.

