



MUHAMMAD TOUQEEAR ARSHAD

ID: 784-1998-7038391-8 | **Work permit:** Emirati (United Arab Emirates) |

Date of birth: 19/04/1998 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

(+971) 509682129 (Work) | **Phone number:** (+971) 563841947 (Mobile) | **Email address:**

m.touqeer381@gmail.com |

Address: abuhail, Hamriya Street , Dubai , United Arab Emirates (Home)

● ABOUT ME

PROFESSIONAL SUMMARY

Reliable and experienced **Driver** and **Document Delivery Specialist** with **4+ years of driving and courier experience** in Dubai and **2 years of sales experience** in a retail environment. Strong knowledge of UAE roads, routes, and traffic laws. Excellent interpersonal and communication skills with the ability to multitask and manage time efficiently. Proficient in MS Office and basic computer tasks.

PROFESSIONAL EXPERIENCE

Team Leader – Driver & Document Delivery

JBMR Courier Group – Dubai, UAE

Feb 2019 – Present

- Supervised a team of drivers responsible for delivering high-priority bank and business documents across the UAE.
- Coordinated daily delivery routes and ensured accurate and secure handling of confidential files.
- Provided training and guidance to new drivers, monitored performance, and conducted quality checks.
- Liaised with clients and internal departments to resolve delivery issues and maintain high service standards.
- Managed vehicle maintenance schedules and maintained detailed delivery and team performance reports.

Salesman

Retail Store – Dubai, UAE

Jan 2017 – Jan 2019

- Delivered excellent customer service while assisting clients with product selection and purchases.
- Managed stock levels, updated inventory systems, and maintained visual merchandising standards.
- Met and exceeded sales targets through active product promotion and strong communication.

SKILLS

- Team Supervision & Coordination
- Confidential Document Handling
- Route Planning & Time Management
- Microsoft Office (Excel, Word, PowerPoint)
- Strong Interpersonal & Customer Service Skills
- Fluent in English, Urdu & Hindi

EDUCATION

Diploma in Computer Applications

(2017 – 2018)

- MS Office (Excel, Word, PowerPoint)
- Basic Internet & Email Handling

F.Sc (Pre-Medical)

(2016 – 2017)

- Board of Intermediate & Secondary Education, Pakistan\

- **Availability:** Immediately Available
- **Licence no:** 4057079