

CURRICULUM VITAE

ANOK ABDUL MUSIBA
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DRIVER /MERCHANDISER **VALID UAE DRIVING LICENSE** **CAREER BRIEF:**

To advance my career opportunity towards professional management organization where I maximize my skills experience for the growth of organization & my progress along with it. I am sincere, hardworking, confident & dedicated to my job. I work stress with multiple responsibilities & challenges very well under organization.

PROFESSIONAL EXPERIENCES: **SEATTLE GENERAL TRADING & SEATTLE PROJECT MANAGEMENT SERVICES** **SHARJAH & DUBAI, UAE** **SEPT. 2016 - PRESENT**

DUTIES & RESPONSIBILITIES:

- Take instructions from the supervisor regarding each day's route.
- Check tires, engines and seat belts to ensure that they are in good working order.
- Make-certain that the vehicle's fluids are at optimal levels.
- Clean car seats, rugs, dashboards and mats on a daily basis.
- Maintain professional decorum during commute time.
- Pick and drop company professionals from /to desired destinations.
- Take vehicle to the washing area or wash them according to specific instructions.
- Handle maintenance of vehicle air conditioning and heating systems.

AL YUBEL MEDICAL EQUIPMENT & SUPPLIES **AJMAN, UAE** **OCT. 2014 - AUG. 2016**

DUTIES & RESPONSIBILITIES:

- Safely drive and maintain the company's vehicle.
- Load, secure, and stage delivery vehicles.
- Functionally check and select ordered medical supplies.
- Prioritize and coordinate deliveries, pick-ups, and service calls in an efficient manner.
- Document the customer's response to care or services provided, the actions and interventions taken, and the outcomes of the care or services provided.
- Work effectively with other company employees and supervisors across departments.
- Champions our Mission, Vision, and Goal Statements and filter decisions through them.

FAST TRACK COURIER

AL NAHDA, DUBAI

DRIVER

OCT. 2013 – SEPT. 2014

DUTIES & RESPONSIBILITIES:

- Perform the delivery tasks and pick-up of customer material in a polite, resourceful and professional manner.
- Ensure documents are delivered and entered accurately.
- Coordinate of incoming and outgoing mail
- Communicate with main office through a mobile device
- Operate vehicle for the delivery of mail, supplies, products and materials
- Maintain route supply inventory to ensure prompt delivery of products to customers
- Provide basic customer service by giving required information
- Maintain delivery records.

MINISTRY OF INTERIOR, GENERAL DIRECTORATE AJMAN POLICE

AJMAN, UAE

OFFICE ASSISTANT

AUG. 2000 - SEPT. 2013

DUTIES & RESPONSIBILITIES:

- Making good relationships with my superiors & the management.
- Assisting my superior in any kinds of office work, keeping files in track.
- Maintaining cleanliness inside & outside the office.

ISETANN DEPARTMENT STORE

MANILA, PHILIPPINES

SALESMAN / MERCHANDISER

YEAR 1997 - 2000

DUTIES & RESPONSIBILITIES:

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting & acknowledging every customer, maintaining solid product knowledge & all other aspects of customer service.
- Assist in processing & replenishing merchandise & monitoring floor stock.
- Aid customers in locating merchandise.

PERSONAL INFORMATION:

MARITAL STATUS: MARRIED

RELIGION: ISLAM

NATIONALITY: FILIPINO

LANGUAGE: CAN READ, WRITE IN ENGLISH & ARABIC

VISA STATUS: RESIDENCE VISA (WILLING TO MOVE TO JOB SITE)