

Said

Personal Driver,
Personal Assistant



Personal Information

Birthdate	1980
Zodiac sign	Aquarius
Nationality	— Afghanistan
Marital status, own children	Married, has children (8 yo son and 12 yo daughter)
Place of Birth	Afghanistan
Location	UAE, Dubai
Driving License	Yes
Have a car	Yes
Sports	— Gym
About myself	I am a dedicated hardworker and a fast learner. I aim to advance and climb that corporate ladder in a good company. Strong administrative professional with great attention to details. I can gauge people's personalities within a short time and offer them the right service. I am a good communicator.

Education

1997	School Diploma,
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Working experience

October 2023 - July 2024

PT Project Management LLC

Personal & Office Driver, UAE, Dubai

My role includes	<ul style="list-style-type: none"> – Execute various instructions from the CEO, ensuring all tasks are completed to the highest standard – Handle personal and professional errands for the CEO, such as picking up supplies, handling deliveries, and managing other day-to-day tasks – Provide reliable and discreet transportation for executives to meetings, appointments, business events, and other destinations – Assist with the loading and unloading of luggage, documents, and other
Reason for leaving	Closing the company

January 2021 - January 2023

Delta Plus Techincal Serives

Personal Driver & Personal Assistant, UAE, Dubai

My role includes	<ul style="list-style-type: none"> – Managed and organized all construction contracts – Handled and processed cheque payments – Receiving all the cheque payments from the customers – Coordinated all banking activities – Labour contracts and visas for company – Organize all the banks work related to the company – Provide reliable and discreet transportation for the CEO to meetings, appointments, business events, and personal engagements
Reason for leaving	Salary level

February 2017 - October 2019

Event Arena Me LLC, Dubai, UAE

Personal Driver, UAE, Dubai

My role includes	<ul style="list-style-type: none"> – Safely drive children and family members to schools, extracurricular activities, and other appointments – Provide reliable and discreet transportation for executives to meetings, appointments, business events, and other destinations – Executed all instructions from the manager – Regularly inspect and maintain the vehicle to ensure it is in excellent working condition, including checking oil, tire pressure, and fuel levels
Reason for leaving	Closing the company

February 2011 - December 2016

SAB Group

Personal Driver, Personal Assistant, Interpreter, UAE, Dubai

My role includes	<ul style="list-style-type: none"> – Responsible for all communication, public relation, and public affairs in an organization – Manage personal appointments, events, and commitments for the CEO. – Manage the CEO's calendar, schedule meetings, and organize appointments.
Reason for leaving	Personal problems in the family of the CEO

Health

Smoker	No
Epileptic	No
Diabetic	No
Colour blind	No
Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	Yes
Allergies	No

Additional information

Personal characteristics	Responsible, punctual, reliable, experienced
Key skills	Ability to adapt to all kind of situations quickly. Excellent communication and people skills at all levels. Russian family experience
Russian	Fluent
English	Advanced
Hindi	Fluent
Arabic	Intermediate
ID	25377

Excellent references available on request