Email:
jafar.khan.mrj56@gmail.com
Contact No: +966597654647
Location: Riyadh, K.S.A
Iqama: Transferable
Driving Licence: Valid

Mr .JAFAR KHAN

Professional Driver

PROFESSIONAL SUMMARY

- Dedicated, professional and experienced Professional Driver having 13. Years of experience in different Companies. As I am currently working in five star hotel Fairmont Riyadh And Mansard Riyadh A Radison Riyadh Saudi Arabia.
- Result-oriented expert having excellent enthusiasm and acceptance to organizational challenges. High-performer and passionate team player focused on excellence of serving client. I have ability to work in every environment condition seeking a challenging opportunity in K.S.A

KEY SKILLS

- High standards of Driving
- Respond to challenging situations
- Good Organizational
- Time Management
- Good Conduct of Respect
- Problem solving abilities
- Focus on Priorities Tasks
- Team Leadership
- Communication Skills
- Highly responsible & reliable
- Ability to maintain confidentiality
- Managing a Quality Service
- Working together
- Delivering at Pace
- Microsoft Office Applications

PROFESSIONAL EXPIERENCE

Company: (DCS) Dream chuffar service **May-2022- to Still**
Client: Fairmont Riyadh, Mansard Riyadh A Radison
Job Role: Hotel Driver

Responsibilities:

- Able to meet all the comfort requirements of the hotel guests and customer and to look after operational transport requirements with flexibility in timings.
- Reporting unfolding events, situations, and incidents that are relevant to the safety of Hotel staff members, visitors and guests also able to drive in a safe and efficient manner.
- Responsible to assist the guests in any travel or destination regarding issues by applying his/ her knowledge of the local area.
- Able to ensure safe and easy travel for the customers/ guests to their destinations or to the hotel.
- Able to file the record of the timings for which the vehicle was used and the purpose to his/ her superior.
- Able to comply with all the traffic/ road rules and regulation of the state while also following the policies of the hotel authorities.
- Responsible to ensure the safety of the guests while travelling and to ensure the security of guest belonging while travelling.
- Able to welcome the guest with a placard at the airport and Ensure that the guests are wearing seat belts
- Maintain good coordination with the hotel's airport representative and able to maintain a positive conversation with the guests.
- Responsible to park the car at designated parking areas and also follow the parking policy.
- Should follow all designated SOP's for any vehicle breakdowns and accidents.
- Assist the guests with the luggage as and when required.
- Transport guest luggage to and from designated bell desk or lobby area.
- Provide the complimentary water and cold towels (as per hotels standard operating policy SOP) once the guest is seated comfortably in the car.

Company: **(ECS) Executive Chuffar service** **May-2020 to May-2022**
Job Role: **Personal Company Driver**

Responsibilities:

- Responsible for safely operating a vehicle and providing superior customer service to assigned routes. Drivers navigate residential environments, congested roadways, alleyways, and high-traffic areas all while ensuring that their vehicle remains in compliance with state and federal regulations, as well as company standards.
- Transporting High Management staff members from Site to Office
- Checking traffic updates before starting the journey
- Opting to a shorter or alternate route in case of traffic congestion
- Parking the vehicle properly
- Conducting timely vehicle maintenance checks
- Scheduling vehicle service appointments
- Informing the company of any accidents or vehicle damage
- Ensuring the safety of staff members and goods during the journey
- Addressing any client queries related to the journey
- Identifying any mechanical issues in the vehicle
- Maintaining a record of vehicle maintenance receipts
- Reporting to work on time and in complete uniform

Academic Qualification

University: Siddharth University, Kapilvastu, Siddarth Nagar (U.P) India.
Degree: Bachelor of Arts
Passing Year: (2017– 2019)