

# Muhammad Tala Noman

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## Professional Summary

Reliable and safety-conscious professional driver with over [2 years] of experience in driving various types of vehicles including cars, vans, in Dubai and across the UAE. Skilled in safe driving practices, route planning, GPS navigation, and vehicle maintenance. Holds a valid Dubai driving license (NO 3 [Light vehicle]). Dedicated to providing exceptional service while ensuring the highest levels of safety and compliance with UAE traffic regulations.

## Key Skills

- **Dubai Driving License:** NO 3 [Light vehicle]
  - **Safe Driving Techniques**  
traditional maps
  - **Route Planning and Optimization**
  - **Vehicle Maintenance and Inspection**
  - **Accident Prevention and Defensive Driving Communication**
- Vehicle Types:** Light vehicle, heavy vehicle,  
**Navigation:** GPS, Google Maps, Waze,  
**Customer Service**  
**Traffic Laws and Compliance**  
**Time Management**      **Multilingual**

## Professional Experience

**COMMUNITY INSPECTOR | [NAKHEEL]**

Dubai, UAE |

- **IDENTIFY AND ADDRESS ISSUES:** Spot safety hazards, maintenance problems, and other community concerns, and take necessary actions to address them promptly.
- **ENGAGE WITH RESIDENTS:** Communicate with community residents to address their concerns, gather feedback, and ensure their satisfaction with community services.
- **MONITOR COMMUNITY STANDARDS:** Ensure that all community standards are met, including cleanliness, safety, and aesthetic appeal.
- **REPORT AND DOCUMENT FINDINGS:** Prepare detailed inspection reports, document conditions, and provide recommendations for improvements to management.

- **CONDUCT REGULAR INSPECTIONS:** Perform routine inspections of community areas, facilities, and amenities to ensure compliance with safety regulations and standards.
- **CONDUCT FOLLOW-UPS:** Perform follow-up inspections to ensure that reported issues have been resolved satisfactorily.
- **ENFORCE REGULATIONS:** Uphold and enforce community rules and regulations to maintain order, safety, and harmony within the community.
- **COORDINATE WITH TEAMS:** Work closely with maintenance, security, and management teams to resolve identified issues efficiently.
- Planned and optimized routes using GPS and navigation apps to minimize travel time and fuel consumption.
- Adhered to traffic laws and regulations, maintaining a clean driving record.
- Delivered documents and goods for corporate clients with strict confidentiality.

#### DRIVER | [COURIER SERVICES]

Dubai, UAE |

- Delivered packages and documents within designated timeframes to clients across various locations in Dubai and neighboring Emirates.
- Assisted with loading and unloading packages while following company protocols for handling fragile and valuable items.
- Maintained accurate delivery records, ensured customer signatures upon receipt, and provided status updates to dispatchers and clients.
- Trained new drivers on company safety protocols and efficient route planning.

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## Education

[HIGH SCHOOL DIPLOMA]

[ALLAMA IQBAL OPEN UNIVERSITY], [Islamabad]

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## Certifications

- **Valid Dubai Driving License:**
  - **Defensive Driving Certification**
  - **First Aid and Safety Training**
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# Languages

- English: Fluent