

# *Curriculum Vitae*

SYED TAJAMMUL

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## **Professional Summary:**

Experienced professional with a strong background in strategic planning, health and safety compliance, and risk assessment. Demonstrates expertise in fare collection, payment processing, and credit card transactions. Proficient in navigation, map reading, and local area knowledge, ensuring safe passenger transport. Skilled in vehicle inspection, maintenance, and eco-driving techniques. Bilingual with excellent decision-making abilities and a commitment to personal grooming and hygiene. Career goal: to leverage extensive skills in a dynamic role focused on enhancing operational efficiency and customer satisfaction.

## **Currently working in Dubai Taxi Corporation (Jan 2022 – till now): Taxi Driver**

- Operated taxi service to take passengers around UAE.
- Provided support for elderly or disabled passengers, ensuring a comfortable journey.
- Used knowledge of local area to suggest tourist spots or restaurants to passengers.
- Followed safe driving practices for safety of fellow travelers and passengers.
- Applied personal road knowledge and GPS application to set shortest routes.
- Inspected vehicle and maintained road worthiness, carrying out periodic checks and requesting repairs.
- Assisted passengers with managing and securing personal belongings.
- Maintained clean, well-functioning vehicle through regular attention and care.
- Drove van for timely delivery of parcels and mail following government standards.
- Followed procedures for handling lost items left behind by passengers.
- Supported physically challenged customers to enter and disembark vehicle safely.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Successfully delivered on tasks within tight deadlines.
- Carried out day-to-day duties accurately and efficiently.

## **Worked as Warehouse Supervisor in Exel Saudi Arabia, Riyadh, KSA ( July 2008 – October 2021)**

- Reported daily warehouse performance data and updated company logs.
- Liaised with customers and other departments to plan timely transportation of goods.
- Managed end-of-day clean-up operations, maintaining a tidy working environment.
- Enhanced logistic processes with accurate record keeping system.
- Worked with supply chain professionals to monitor and replenish inventory levels.
- Selected, trained and performance-managed staff to build results-focused team.

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- Monitored warehouse safety and swiftly resolved hazards.
- Coordinated dispatching of transport vehicles distributing goods across KSA.
- Delivered quality assurance by enforcing company policies and standards.
- Improved stock control systems, resulting in reduced discrepancies during audits.
- Operated forklifts and low-level order pickers with precision.
- Improved warehouse layout to maximize storage space.
- Worked flexible hours, covering nights, weekends and bank holidays.

## **Worked as Store Keeper in Tessuti Italiano, Riyadh, Saudi Arabia (March 2006 – June 2008)**

- Minimized stock discrepancies with vigilant monitoring and updating of records.
- Led monthly stock-take and inventory-count activities, resolving discrepancies.
- Planned logistical operations for safe transportation, storage and sale of goods.
- Coordinated delivery schedules to ensure consistent availability of merchandise.
- Ensured smooth day-to-day operations of the store by proactive problem-solving.
- Assisted in annual inventory audits for accurate stock records maintenance.
- Completed opening and closing procedures each day.
- Dealt with returns and exchanges professionally, maintaining high standards of service.
- Stocked and restocked inventory upon delivery receipt, maintaining accurate supply records.
- Kept appropriate stock levels to match expected demand.
- Oversaw daily operations to achieve high productivity levels.

## **As a Data Entry Operator in Dilawar Akber Industrial Works, Hyderabad, India (April 2003 – Feb 2006)**

- Kept optimal data quality levels to prevent critical errors and support team performance targets.
- Automated task systems as instructed by supervisor, leading to increased departmental efficiencies.
- Addressed enquiries by phone or email regarding data information.
- Managed bulk data entry tasks, ensuring timely completion.
- Evaluated source documents to locate information needed for each data entry field.
- Recorded personal customer information within secure databases.
- Achieved high levels of productivity with fast typing speed.
- Reviewed completed work, checking for and resolving grammar, spelling and processing errors.

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## Skills:

Operational strategy planning	Workplace Health and Safety Compliance
Public transport fare handling	Understanding of traffic regulations
Inventory control	Loading and unloading assistance
Financial Transactions Handling	Expert in Navigation Systems
Passenger Safety Management	Transport vehicle handling and logistics
Car Servicing and Tidiness	Navigation Skills
Credit card transactions	Respecting Privacy Limits
Eco-Friendly Driving Techniques	Patience and resilience
Taxi Service App Handling	Personal grooming and hygiene
Valid driving license	Risk Assessment
Strategic decision-making	Multilingual communication skills
Local area knowledge	Microsoft Office Suite

## Personal Details:

Visa Status	: Employment Visa
Driving License	: Valid Till 2029
Nationality	: Indian
Religion	: Islam
Date Of Birth	: 25 November 1983
Sex	: Male
Marital Status	: Married
Education	: High School Passed in the Year 2002

## Contact Details:

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