

WASIM SAJJAD

OFFICE ASSISTANT CUM DRIVER



About Me

Dedicated professional with over 2 years of experience as a cook, combined with a solid understanding of logistics and time management. Skilled in preparing diverse cuisines, managing hotel operations, and maintaining safe and efficient driving practices. Proven ability to work in a fast-paced environment, ensuring quality service and client satisfaction.

Skills:

- Driving
- Typing
- Navigation
- Map Reading
- Graphic Designing

Education:

Certificate in Graphic Designing
Aptech Computer Education - 2014
3 NO. DRIVING LICENSE
DETAILS: 283938

Language:

Urdu English

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waseemsajad 2011@outlook.com
Dubai, UAE

Professional Experience:

Driver

Nov 2024 to Present | Arabian Taxi, UAE

Admin Supervisor

March 2021-April 2023 | Walk and Wok Lahore

- Manage Hotel Day to Day Operations
- Handled customer service, ensuring satisfaction and building long-term relationships.

Driver

March 2017 - JUNE 2024 PAKISTAN

Graphic Designer

March 2016 to January 2018 | Azeem Printing Press - Pakistan

- Designed promotional materials, including flyers, posters, and business cards.
- Coordinated with clients to understand and deliver creative visual concepts.