



# FAIZAN SALEEM

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Al Raffa, Dubai, UAE

## PERSONAL INFORMATION

- Date of Birth:** 13 October 2001
- Passport No:** MC5756572
- Emirates ID:** 784-2001-2402-2839
- Nationality:** Pakistani
- Current Location:** Dubai, UAE

## SKILLS

- VIP & Protocol Driving (CEOs, Diplomats, Executives)
- Fleet & Telematics Management (GPS, Fuel Logs, Maintenance Systems)
- Luxury Vehicle Handling (Lexus, BMW, Mercedes, GMC, etc.)
- Defensive & Advanced Driving (Urban + Highway Navigation)
- Digital Dispatch Systems (Uber Fleet, Careem for Business, LimoAnywhere)
- Client Hospitality & Elite Guest Relations
- Route Risk Assessment & Travel Coordination
- Time-Sensitive Multi-Stop Logistics
- Vehicle Presentation & Brand Representation
- Multilingual Customer Interaction
- Strong Knowledge of UAE Roads, Hotels, Airports & Protocols
- Professional Appearance & Discreet Communication

## SUMMARY

Detail-oriented and safety-driven Executive Chauffeur and Transport Coordinator with over 8 years of international experience delivering luxury transportation, hospitality logistics, and personalized driving services in fast-paced environments. Proficient in VIP & protocol driving, fleet management, and digital route planning using modern dispatch systems. Skilled in managing confidential travel itineraries, ensuring comfort and security of elite clients, and coordinating with hotels, embassies, and corporate offices. Seeks a senior driving or coordination role in a prestigious Gulf-based organization to contribute professionalism, discretion, and performance.

## EXPERIENCE

**Limousine Captain** 2023 - Present

**Eazy Chauffeur Limousine Service LLC** Dubai, UAE

Limousine service offering high-end transportation solutions in Dubai

- Delivered premium VIP driving services for high-end clients, hotel guests, and corporate executives
- Used advanced GPS and dispatch software to plan time-optimized routes across Dubai & Northern Emirates
- Maintained vehicle hygiene, luxury presentation, and client comfort at all times
- Assisted international visitors with hotel transfers, meetings, and airport pickups
- Provided high confidentiality in handling sensitive information and executive communications
- Conducted daily vehicle safety inspections and updated telematics reports

**Food Transportation Driver** 03/2021 - 12/2023

**Arabian Tea House Restaurant & Café** Dubai, UAE

Restaurant and café known for its traditional hospitality and quality food service

- Managed fast-paced food delivery operations with a focus on freshness and quality preservation
- Operated insulated and temperature-controlled food compartments for compliance with UAE food safety laws
- Delivered bulk and VIP orders to corporate and private clients on time
- Conducted stock checks, order verification, and delivery logging via POS & mobile systems
- Trained junior drivers on delivery protocols and efficient customer handling
- Coordinated directly with kitchen supervisors and service teams to meet deadlines

## EDUCATION

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### High School Secondary Certificate

Farhan Public High School

Lahore, Pakistan

## LANGUAGES

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Urdu Native  


English Proficient  


Hindi Proficient  


Arabic Beginner  


## REFERENCES

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Available Upon Request

## EXPERIENCE

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### Transportation Driver

01/2018 - 02/2020

#### Rabi Hotel

Lahore, Pakistan

Hotel providing accommodation and services to travelers in Lahore

- Offered safe, reliable transportation for hotel guests, VIP visitors, and event attendees
- Collaborated with the front desk to schedule pickups and drop-offs at airports, meetings, and tours
- Demonstrated strong route planning, avoiding congestion and delays
- Regularly inspected and cleaned hotel vehicles to maintain a premium image
- Advised international guests on local attractions and customs in a professional manner
- Handled emergency vehicle troubleshooting to avoid service interruptions

### Personal Driver & Administrative Support

01/2015 - 12/2017

#### S.A. Garden

Lahore, Pakistan

Private estate providing residence and services to senior management

- Served as a trusted personal driver to senior management and guests
- Handled travel bookings, meeting schedules, and document couriering
- Performed light administrative duties including file organization and supply sourcing
- Maintained strict privacy and professionalism when driving executives to personal and business functions
- Managed minor vehicle repairs and coordinated with workshops for servicing
- Supported household and office errands as per instructions from the executive