



Usama Tariq

Experienced professional with a diverse background in transportation and administrative roles, currently serving as a Limousine Driver in Dubai, United Arab Emirates. Demonstrates exceptional customer service and urban driving skills, maintaining a clean driving record and ensuring passenger satisfaction through vehicle safety and cleanliness. Previous roles include Cab Driver, Procurement Assistant, Office Assistant, and Call Centre Agent, showcasing proficiency in MS Office, cash handling, road safety knowledge, and professional manners. Committed to leveraging skills in customer service and operational efficiency to achieve career growth within the transportation industry.

CONTACT

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SKILLS

- MS Office
- Customer Service
- Professional Manners
- Urban driving skill
- Clean driving record
- Cash Handling
- Road safety knowledge

LANGUAGES

- English: C1
Advanced
- Urdu: C2
Proficient
- Arabic: A2
Elementary

EXPERIENCE

Limousine Driver

Zed LLC - Dubai, United Arab Emirates

- 10/2023 - Current
 - Maximised passenger satisfaction by maintaining vehicles in safe and clean operating condition.
 - Received continued positive customer reviews by demonstrating exceptional customer service.
 - Remained calm during rush hour and other stressful driving situations.
 - Cleaned and inspected vehicle following every shift, maintaining high-standards of cleanliness to enhance customer experience.

Cab Driver

Cars Taxi LLC - Dubai, United Arab Emirates

- 03/2022 - 09/2023
 - Provided outstanding customer service by engaging in friendly conversation with customers, increasing repeat bookings.
 - Processed cash payments efficiently, providing correct change to the customer.
 - Maximised passenger satisfaction by maintaining vehicles in safe and clean operating condition.

Procurement Assistant

Astro Power Systems - Islamabad, Pakistan

- 09/2018 - 12/2020
 - Assisted in the preparation and issuance of purchase orders to suppliers, following company policies and procedures.
 - Evaluated supplier quotations and conducted comparisons to leverage and deliver on budgets.
 - Negotiated contracts with suppliers to obtain best prices and terms, contributing to cost savings for the company.

Office Assistant

Astro Power Systems - Islamabad, Pakistan

- 07/2017 - 09/2018
 - Handled photocopying documents, updating files and faxing communications for staff.
 - Processed expense claims and invoices, contributing to the efficient financial management of the office.

Call Centre Agent

JW Telemarketing - Rawalpindi, Pakistan

08/2016 - 06/2017

- Followed up customer calls with further information or instructions when necessary.
- Made high volume of sales calls per day exceeding company outbound call targets.

EDUCATION

2019

Diploma of Higher Education Civil Engineering
Swedish Institute of Technology - Rawalpindi, Pakistan

- Coursework in Map designing (Auto CAD)

2014

SSC Computer Science
Khayaban-e-Sir Syed High School - Rawalpindi, Pakistan

- SOTY Achievement Award
- Member of Cricket Team

DRIVING LICENCE

Dubai 3no Driving Licence

Pakistan Driving Licence