

## CURRICULUM VITAE

### PERSONAL INFORMATION

**Name:** Sonaian Nawaz

**Number:** +971525120598

**E-mail:** SONAINALI4657@GMAIL.COM

**Sex:** female

**Nationality:** Pakistan

**Language:** English,Urdu,Arbi

**Marital status:** Single



I am hard-working and dependable individual seek employment with a company that has a longstanding track record for providing outstanding service .To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as institutional goals. I look forward to work in a team that faces constant challenges and works in an objective environment of creativity.

### **SKILLS:**

- Very Energetic result oriented and organized
- Physical mobility and Stamina to do all tasks.
- Extremely hardworking self-motivated and able to work independently in a team environment under supervision.
- Keep excellent interpersonal relations with colleagues and be ready to help them.

### Working Experience

**Am having 5 years experience in driving**

#### **Duties and Responsibilities of a Receptionist**

- **Safely operate and maintain company vehicles in compliance with local and international traffic regulations.**
- **Transport goods, equipment, and personnel to and from specified locations in a timely and efficient manner.**
- **Perform vehicle inspections and basic maintenance, reporting any issues promptly.**
- **Plan and follow the most efficient routes for each trip to ensure on-time delivery.**
- **Load and unload goods or equipment as needed, ensuring their safe handling and secure storage.**
- **Provide a high level of customer service and professionalism when interacting with clients and colleagues.**
- **Keep accurate records of mileage, fuel consumption, and vehicle maintenance.**
- **Adhere to safety protocols and emergency procedures, including first aid and crisis response.**
- **Maintain cleanliness and orderliness of company vehicles.**

- **Ensure that all required vehicle documents, such as licenses, insurance, and registration, are up to date and valid.**
- **Assist in the organization of transportation schedules and coordination with logistics teams.**
- **Report any accidents, injuries, or traffic violations and cooperate with company and law enforcement authorities.**
- **Follow company policies and guidelines on vehicle use and code of conduct.**
- **Collaborate with logistics and supply chain teams to optimize transportation procedures.**
- **Stay updated on local traffic and road conditions that may affect transportation schedules.**

#### **EDUCATION QUALIFICATION**

- Computer Literate
- Ability to use positive words
- Good interpersonal skills
- Highly punctual
- Discipline and well organize
- Ability to work with or without a supervisor
- Ability to offer outstanding customer service.

#### **PASSPORT DETAILS:**

- • Passport No: FU9614922
- • Date of Expiry: 03/10/2026
- • Visa Status: Canceled Visa

#### **Declaration:**

I am Sonain Nwaz, with this declaration, that the information is accurate to the best of my knowledge and belief and nothing has been concealed or distorted.