

## CURRICULUM VITAE

### PERSOANL DETAILS

**Name** : MUHAMMAD BURHAN BAIG  
**Nationality** : Pakistani  
**Date of Birth** : 05-06-1988  
**Sex** : Male  
**Marital Status** : Married  
**Mobile No** : 0092 311 9949112  
0092 333 2949112  
**E-mail** : burhanbaig117@gmail.com  
**Religion** : Islam

### CAREER OBJECTIVE

Ambitious to work honesty and loyalty in your esteemed organization and I will be earnestly desire to make your organizations among the top most organization of the world. I will utilize all my abilities with enthusiasm and dedication under your kind control and authority.

### WORKING EXPERIENCE

#### **FASHION 2020 LLC**

Worked for Period 5 years as a Driver in Dubai, UAE

#### **Duties & responsibility**

- ✦ Obey traffic laws, and follow established traffic and transportation procedures.
- ✦ Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, and brakes, to ensure that vehicles are in proper working condition.
- ✦ Report any mechanical problems encountered with vehicles.
- ✦ Present bills and receipts and collect payments for goods delivered or loaded.
- ✦ Load and unload trucks, vans, or automobiles.
- ✦ Verify the contents of inventory loads against shipping papers.
- ✦ Turn in receipts and money received from deliveries.
- ✦ Maintain records such as vehicle logs, records of cargo, or billing statements in accordance with regulations.
- ✦ Read maps, and follow written and verbal geographic directions.

#### **QADEEMI LEATHER PATCH – Karachi, Pakistan**

Worked for period 7 year as a Machine Man

#### **SHELL (PVT) LTD**

01 year Contract as a Safety Warden.

### EDUCATION BACKGROUND

- ✦ Secondary School Certificate (S.S.C)
- ✦ Higher Secondary School Certificate (H.S.C)

### **DRIVING LICENCE**

License Number : 42401-2671081-7#401  
Issue Date : 03-01-2017  
Expiry Date : 01-01-2027  
Place of issue : Karachi, Pakistan  
Category : Motorcycle/ LTV

### **PERSONAL ATTRIBUTES**

- ✦ Ambitions and ability to attain goals and objectives
- ✦ Hard working focused and responsible with good organization ability
- ✦ Fast learner and able to adapt to any environment within a short durations
- ✦ Good listening

### **COMPUTER SKILLS**

- ✦ Microsoft office
- ✦ Internet browsing

### **LANGUAGE SKILLS**

- ✦ English
- ✦ Hindi, Urdu

### **HOBBIES**

- ✦ Socializing and making new friends.
- ✦ Traveling.
- ✦ Reading novels.

### **REFERENCE**

**Upon Request.**