

From: Mohammed sohel Rahman [Ex. 6]
Sent: 10/2/2017 6:55:00 PM
To: Press [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b293283291dc44e0b5d1c36be9281d8a-Press]
Subject: All light and medium vehicles driver & Children's support services Job application in Hurricane
Attachments: My Current Passport.jpg; My last medical report.jpg; My current pp size picture.jpg; My pic.jpg; My last BD immigration ID.jpg; My prev; Passport visa page.jpg; My last Renewable Driving lieceence.jpg; My last compay visa print copy.jpg; My prev; Light driving lieceence.jpg; FB_IMG_1505277585409.jpg; mmexport150527763995.jpg; mmexport150527766929.jpg; mmexport150527769346.jpg; Reference_letter(1).pdf; Resume details.pdf; mrsrsliv cover later for assistance.pdf

Dear My (hon) Mr. Or Ms
I'm Bangladeshi nationality MOHAMMED SOHEL
A Transportation people

First time Paragraph: State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening.

Second Paragraph: Explain why you're interested in working for this employer and specify how you fit this position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Remember, the reader will consider this an example of your writing skills.

I am a very experienced driver with an exemplary track record of driving and a clean Qatar light driving licence. I have been working for a private hire company position of Admin support work cum 2000 to 2010 & Pearl limousines Doha Qatar with Privately driving Mr Jewel Mahmud in Dhaka Bangladesh of 4 years and the clients range from parties to business people taking clients to various places and looking to impress them.

I am an excellent communicator and feel that I get on well with all levels of people. I always ensure that my vehicle is kept clean and tidy at all times and that I regularly wash the car out

Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, and/or fares received.

Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.

Comply with traffic regulations in order to operate vehicles in a safe and courteous manner.

Make minor repairs to vehicles, keep bus interior

Follow safety rules as students are boarding and exiting buses, and as they cross streets near bus stops.

Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.

Read maps, and follow written and verbal geographic directions.

Regulate heating, lighting, and ventilation systems for passenger comfort.

Escort small children across roads and highways.

Report any bus malfunctions or needed repairs.

Report delays, accidents, or other traffic and transportation situations, using telephones or mobile two-way radios.

Maintain knowledge of first-aid procedures

Maintain order among pupils during trips, in order to ensure safety.
Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.

Prepared, audited, and tracked travel and entertainment expense reports.
Proactively oversaw and monitored day-to-day and scheduled vehicle maintenance.
Maintained a clean and safe transportation environment for all passengers.
Handled all luggage, bags, and office essentials.
Ensured prompt servicing of vehicles. Approved vehicle maintenance.

Followed all the rules designed for the safety of students. Besides, maintained safety measures while handling the students when they board and step down from the bus and cross the roads
Followed strict time table to drop off and pick up the students and teachers
Regulated systems such as lightning, heating, and ventilation as per the passengers' comfort and preferences
Provided guidance for elementary school students to safely cross the roads
Followed all geographical and verbal directions by reading and studying the route maps

Maintained cleanliness in the interior of the bus
Performed minor repairing of the vehicle as needed
Prepared reports displaying the number of passengers and trips
Reported serious situations such as accidents, delays, bus breakdowns, etc., using hand phones and other communicating equipment
Ensured that the vehicle is in good condition to conduct daily trips by checking brakes, tires, lights, oil, fuel, safety equipment, water level, etc
Provided shortest distance routes through interactive use of GPS navigational systems within the immediate Tri-State and surrounding areas.
Performed diverse administrative tasks related to scheduling travel appointment for executive.
Coordinated principal's time-sensitive appointments with executive administrative assistant.
Prioritized and disseminated all travel arrangements of corporate executive with management staff.

Third Paragraph: Mention that your resume is enclosed and indicate your desire to meet with the employer. You may want to suggest alternate dates and times, or simply advise them of your flexibility to meet. Include day and evening contact information. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. You might state that you'll be in the area on a certain date and would like to set up a meeting, or you'll call on a certain date to set up a meeting. Finally, thank the employer for his/her time.

Yours sincerely
MOHAMMED SOHEL

Ex. 6

Dhaka Ex. 6 Bangladesh

Ex. 6

Mobile: Ex. 6
Mobile: Ex. 6 for (what'sapp)

Ex. 6

Ex. 6