



MAMOON KHAN

Senior Executive Chauffeur | Corporate Messenger

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Portfolio: <https://mamoonchauffeur.com>

Senior Executive Chauffeur with 6+ years of experience providing discreet, high-standard transportation to C-level executives and ultra-high-net-worth households across the UAE. 1,200+ incident-free trips within Big Four corporate and premium private environments. Skilled in luxury vehicle operations (Rolls-Royce, Range Rover, Mercedes, BMW), secure document handling, and office logistics. Immediately available, with an uncompromising commitment to confidentiality and reliability.

EXPERIENCE

Personal Chauffeur

UNHWI, Abu Dhabi, UAE

June 2026 – July 2026

- Provided daily office pick-up/drop-off and household errand transport for a UHNWI family
- Operated and maintained luxury vehicles including Rolls-Royce and Range Rover
- Maintained strict discretion and flexibility around a private household's schedule

CEO Chauffeur, Office Driver and Messenger

Grant Thornton Audit and Accounting Limited, UAE

Dec 2023 – Dec 2025

- Delivered executive-level chauffeur services to partners, directors, and senior leadership with 100% on-time performance
- Manage secure delivery of 200+ confidential financial documents with zero security breaches
- Implement preventive maintenance protocols reducing vehicle repair costs by 35%
- Execute administrative and procurement tasks, improving office efficiency by 20%
- Maintain comprehensive transportation logs and mileage records for regulatory compliance
- Conducted daily vehicle inspections and preventive maintenance coordination
- Demonstrated discretion, professionalism, and flexibility within a high-pressure corporate environment

Driver and Office Messenger

Delta Medical Establishment, Abu Dhabi, UAE

Feb 2021 – Oct 2023

- Completed 1,000+ safe transport assignments with zero accidents or traffic violations
- Delivered sensitive medical materials between facilities with strict confidentiality internal protocols
- Optimized delivery routes reducing fuel consumption by 15% while improving delivery times
- Received Employee Safety Award for implementing vehicle maintenance checklist system
- Managed mail distribution and inventory verification processes across multiple departments

Private Chauffeur

Private VIP Family, Abu Dhabi, UAE

Jan 2020 – Jan 2021

- Provided discreet transportation services to high-profile family members with security awareness
- Performed daily safety inspections and maintenance coordination for luxury vehicle fleet
- Adapted to urgent schedule changes while maintaining professional service standards
- Utilized defensive driving techniques and security protocols for VIP passenger protection
- Coordinated with security personnel for high-profile events and sensitive locations

SKILLS

- Executive & Corporate Transportation
- Defensive Driving & Vehicle Safety
- Confidential Document Delivery
- Logistics Coordination & Office Support
- Precision Scheduling & Deadline Adherence
- GPS Navigation & Route Planning
- Client Service & Communication
- Preventive Maintenance & Reporting
- Compliance with UAE Traffic Regulations
- Client Communication
- Incident-Free Driving Record
- **Navigation Systems:** Google Maps, Waze

- **Communication Tools:** Microsoft Teams, Zoom, Google Meet
- **Office Applications:** Microsoft Office Suite (Word, Excel, Outlook)

EDUCATION

Government High School, Pakistan

Mar 2009 - Apr 2017

Class 9th – High School Certificate | Art Studies

CERTIFICATIONS

- **UAE Light Vehicle Driving License**, Valid: 24-11-2019 to 11-11- 2030
- **Basic First Aid, CPR & AED:** Life Saver International Qualifications
- **Volunteer Recognition:** Noor Family Fun Fair, Nov 2024
- **Safe Document Handling & Security Protocols:** Corporate Compliance Training
- **Defensive Driving Course – Light Motor Vehicle**, Valid: 04/2025 – 04/2026

LANGUAGES

- English: Professional
- Arabic: Professional
- Urdu: Native
- Pashto: Native

REFERENCE

Yazeer Al Arafath- Supervisor, Delta Medical Establishment

Phone: +971-567420274 | Email: yazaaritsme@gmail.com

Abdul Mohsin Al Hammadi- Private House (VIP)

Phone: +971-501062296

Jade Holloway – Office Manager | EA to CEO

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