

SECTION 1: JOB ADVERTISEMENT

Chauffeur

Location: West London

Department: Main Office

Brand: Kelly Executive

Job type: Full-time, permanent

Salary: £40,000–£55,000 per year

Working arrangement: In person

Job summary

Executive chauffeur company, suppliers to top 5 star London Hotels, celebrities, and executives of FTSE listed companies

Main responsibilities

Applicant: MUST HAVE A VERY GOOD COMMAND OF THE ENGLISH LANGUAGE.

Applicant should have very good knowledge of central London, a high-end company vehicle will be provided. to be used for work purposes only.

Must be well-groomed and take pride in his or her appearance

Work involves clients from 5-star Hotels and corporate clients and celebrities, applicants should be flexible in the working schedule as and when required.

Chauffeurs will be given training up to 5-star hotel protocol standards and in-vehicle and self-presentation.

Essential requirements

- chauffeur: 3 years (preferred)

License/Certification:

- PCO LICENCE (required)
- A full UK driving license with no previous driving bans.

Benefits

- Competitive basic salary.
- Company car scheme.
- Career development opportunities

SECTION 2: CV

Abdul Aziz Khan

Location: London

Telephone: +44 7398 867904

Email: 2441781@student.uwtsd.ac.uk

Personal Profile

A motivated, customer-focused, and ambitious individual with strong communication, organisation, and interpersonal skills. Experienced in providing professional customer service, building positive relationships, and delivering reliable support in a fast-paced environment.

With a long-term ambition to establish and grow a successful cab business, I am committed to developing my leadership, business management, and customer service skills. I have a strong interest in transport operations and aim to provide high-quality, reliable services while maintaining excellent standards of professionalism and customer satisfaction.

Key Skills

Communication Skills

- Excellent verbal and written communication skills.
- Strong ability to communicate professionally with customers from diverse backgrounds.
- Active listening skills with the ability to understand and respond to customer needs.
- Confident handling customer enquiries and resolving issues calmly.
- Clear and effective communication both in person and over the phone.
- Professional, polite, and approachable communication style.

Teamwork

- Strong team player with the ability to work effectively with colleagues and drivers.
- Supports team members and contributes to a positive working environment.
- Works well under pressure while maintaining professionalism.
- Builds positive working relationships through trust and clear communication.
- Flexible and adaptable when working with different teams.

Customer Service

- Experienced in delivering professional, friendly, and reliable customer service.
- Strong focus on customer satisfaction and building trust.
- Able to handle enquiries, solve problems, and provide effective solutions.
- Committed to creating a positive customer experience.

Relationship Building

- Strong interpersonal skills with the ability to build long-term relationships.
- Ability to develop trust and maintain positive relationships with customers, colleagues, and business partners.

Organisation

- Excellent time management and organisational skills.
- Ability to prioritise tasks and manage multiple responsibilities effectively.
- Reliable, punctual, and able to plan and coordinate daily activities.

Willingness to Learn

- Highly motivated to learn new skills and develop professionally.
- Quick learner with the ability to adapt to new systems and procedures.
- Open to feedback and committed to continuous improvement.

Education

- Level 3 diploma in Business
- Level 2 diploma in disability services
- Level 2 CCTV operations
- Level 2 door supervisor

Work Experience

Uber Driver

Location: London

Dates: 2013 – Present

Responsibilities:

- Safely transport passengers to their destinations while providing a professional and reliable service.
- Deliver excellent customer service by ensuring passengers feel comfortable and valued.
- Manage bookings, plan efficient routes, and maintain punctual pickups and drop-offs.
- Maintain a clean and well-presented vehicle in line with professional standards.
- Handle customer queries and resolve issues in a calm and professional manner.
- Follow all road safety regulations and maintain high standards of driving.

Community Support Volunteer

Organisation: Human Aid

Location: London

Dates: March 2024 – Present

Responsibilities:

- Support members of the community in a customer-facing environment.
- Welcome visitors and communicate with them in a polite and respectful manner.
- Listen to concerns and provide appropriate guidance or support.
- Work collaboratively with team members to deliver community activities.
- Help maintain a positive, welcoming, and supportive environment.

Additional Information

Driving Licence: Available

Availability: Ready to start

Languages: English, Hindi, Urdu

Right to Work in the UK: British Citizen

Interests

- Volunteering and community support
- Cricket
- Learning new languages

References

References available on request.

SECTION 3 - COVER LETTER

Dear Hiring Manager,

I am writing to apply for the Chauffeur position with Kelly Executive. With more than ten years of professional driving experience in London, I believe I have the driving knowledge, customer service skills, and professional attitude needed to provide excellent service to your clients.

Since 2013, I have worked as an Uber driver, safely transporting passengers across London while maintaining a reliable, polite, and professional service. This experience has given me strong knowledge of Central and West London, including major hotels, airports, business districts, and popular destinations. I am confident planning efficient routes, adapting to traffic conditions, and ensuring clients arrive safely and on time.

I understand that your clients include senior executives, celebrities, corporate customers, and guests from five-star hotels. I am comfortable dealing with people from different backgrounds and always treat passengers with discretion, respect, and courtesy. I take pride in maintaining a clean vehicle, presenting myself professionally, and ensuring every passenger feels comfortable and valued.

I have a full UK driving licence, a valid PCO licence, and a strong understanding of road safety regulations. I communicate confidently in English and also speak Hindi and Urdu. I am flexible regarding working hours and understand that executive chauffeur work may involve early mornings, evenings, weekends, and changes to the daily schedule.

My community volunteering work with Human Aid has further developed my communication, teamwork, and relationship-building skills. I am calm under pressure, punctual, dependable, and always willing to learn. I would welcome the opportunity to complete your five-star hotel protocol and presentation training and to develop my career with Kelly Executive.

Thank you for considering my application. I would be pleased to discuss my experience and suitability for the position in an interview.

Yours faithfully,

Abdul Aziz Khan

Telephone: +44 7398 867904

Email: 2441781@student.uwtsd.ac.uk

References

What to include in your CV

https://www.livecareer.co.uk/cv/what-to-include-in-a-cv?utm_source=google&utm_medium=sem&utm_campaign=1148430132&utm_term=&network=g&device=c&adposition=&adgroupid=53334310739&placement=&adid=449270028690&qad_source=1&qad_campaignid=1148430132&qbraid=0AAAAADnhOIMStt0C5ZLAG-6EOB7lylGlc&qclid=CjwKCAjwyabTBhBFEiwAM3mNUN_KGLOkpwSVREqkSNWmJJi9IzdBth0z-rPoL1THyB34nKRjl6xp0hoCFiYQAvD_BwE

What to include in your cover letter

<https://nationalcareers.service.gov.uk/careers-advice/covering-letter>

Job advert Kelly Executive -

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