ABDUL (MESSENGER/TRANSPORT COORDINATOR/DRIVER)



Email: abdul.378643@2freemail.com

Mobile: C/o 0503718643

Address: Doha, Qatar.

**CAREER OBJECTIVE**

Seeking a position in a well-known organization as a company driver, where I can skillfully enhance my driving skills and abilities, and build a professional relationship with other business clients.

**CAREER SUMMARY**

Determined, Flexible & hard-working enough to handle any kind of priorities efficiently, Eighteen years of complete experience in this particular field, and capable of handling various kinds of necessary documentation.

**PROFESSIONAL EXPERIENCE**

**BUILDERS ADVANCE ENGINEERING**

**Duration**:Sept 2015 till Present

**Role**: Worked as Messenger/Transport Coordinator/Driver

**Location**: Doha, Qatar.

**Responsibilities**:

* Arranging transportation for all workers according to their respective sites.
* Collect Cheques from Clients and record transactions on customer receipts.
* Pickup/Drop Boss children’s from School and Malls at any time.
* Handling petty cash for expenses and sending weekly report for the expenses to Head Office.
* Organize travel route and ensure vehicle paperwork is accurate and timely.
* Personally drove and maintained the car with special care.
* Follow all company safety policies and procedures and protect company assets.
* Ability to work with minimal supervision while maintaining high energy.
* Never been late during the working hours.
* No major or minor accidents on the road during my tenure.
* No harm occurred to the car in my span of work.
* Personally drove and maintained the car with special care.

**ENERGY CITY QATAR**

**Duration**:August 2007 till August 2015

**Role**: Worked as Messenger/Driver

**Location**: Doha, Qatar.

**Responsibilities**:

* Provide outstanding customer service to Company.
* Collect Cheques from Clients and record transactions on customer receipts.
* Maintain courteous and professional behavior & appearance.
* Follow all company safety policies and procedures and protect company assets.
* Ability to work with minimal supervision while maintaining high energy.
* Organize travel route and ensure vehicle paperwork is accurate and timely.
* Never been late during the working hours.
* No major or minor accidents on the road during my tenure.
* No harm occurred to the car in my span of work.
* Personally drove and maintained the car with special care.

**IL PORTICO**

**Duration**:June 2000 till July 2007

**Role**: Worked as Messenger/Driver

**Location**: Doha, Qatar.

**Responsibilities**:

* Performs work in the operation of a vehicle to assure safe transportation of clients to and from various destinations.
* Collect Cheques from Clients and record transactions on customer receipts.
* No major or minor accidents on the road during my tenure.
* Never been late once during the working hours.
* No harm occurred to the car in my span of work.

**HOUSE DRIVER**

**Duration**: June 1996 till May 2000

**Role**: Worked as Messenger/Driver

**Location**: Doha, Qatar.

**Responsibilities**:

* Transportation for the Family

**PERSONAL SKILLS**

* Excellent communication, troubleshooting and interpersonal skills.
* Exceptional and safe driving skills and abilities
* Ability to understand and follow oral and written instructions
* Excellent Navigation skills
* Capable of dealing with various non-technical staff members or clients
* Exceptional techniques of communicational and interpersonal skills and abilities
* Clean and exceptional work and driving records
* Superior knowledge of car and vehicle maintenance and operation
* Strong knowledge of safety and traffic rules
* Solid ability to interact and communicate with staff
* Superior ability to work in a flexible work schedule
* Maintained vehicles in accordance with state law and policy
* Maintained all vehicles in a state of readiness

**PERSONAL DETAILS**

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| --- | --- | --- |
|  | Languages | : English, Arabic, Hindi, Telugu and Urdu. |
|  | D.O.B | : | 18/06/1967 |
|  | Sex | : | Male |
|  | Nationality | : | Indian |
|  | Marital Status | : | Married |
|  | Visa Type | : | Resident Work Visa |
|  | Current Location | : | Qatar |

I hereby declare that the information furnished is true. References can be given upon request. **Abdul**