



RATHEESH NADARAJAN



To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.



CONTACT

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- Doha, Qatar

KEY SKILLS

Driving Skills

Communication

Analytic Skills

CCTV Operations

Organization Skills

Customer service

Interpersonal Ability

Detail Oriented

Dispatching and Coordination

Time Management

ACHIEVEMENTS

- Extra miler award from DHL express
- Employee of the month award from DHL
- Long service Award From DHL

PROFILE SUMMARY

- Versatile professional with expertise as a Guest Driver, Dispatcher, Operation Agent, Undel Coordinator, Route Courier, and Country Manager Driver. Proven skills in logistics coordination, route optimization, and team leadership. Experienced in resolving delivery challenges and ensuring operational efficiency. Also, a successful VAN SALESMAN with a track record of meeting sales targets. Results-driven, adaptable, and committed to excellence in transportation and logistics roles.

ACADEMIC CREDENTIALS

DIPLOMA IN COMPUTER HARDWARE

- Digital Tech Computer, Kollachal

HIGHER SECONDARY

- BNV HSS Thiruvallam
- Board of Vocational higher secondary examination, Kerala, India

SSLC

- BNV HSS Thiruvallam
- Board of Public Examination, Kerala, India

EMPLOYMENT CHRONICLE

GUEST DRIVER | 2020 - 2021

LAYALI RESTAURANT GRILLS & BAKERY THAMPANOOR, TRIVANDRUM, KERALA, INDIA

DISPATCHER, OPERATION AGENT, UNDEL COORDINATOR, ROUTE COURIER | 2014 - 2020

DHL EXPRESS SAUDI ARABIA (SNAS)

Global ID: 10526597

COUNTRY MANAGER DRIVER (SUB. CONTRACT) | 2011-2014

HALLIBURTON ENERGY SERVICE LTD. SAUDI ARABIA

VAN SALESMAN | 2007 - 2010

VALLEY COMPUTER, AL KHOBAR, KINGDOM OF SAUDI ARABIA

VAN SALESMAN | 2005-2007

AL RAYS ELECTRONICS, AL KHOBAR, KINGDOM OF SAUDI ARABIA

Duties & Responsibilities

- Safely and efficiently transported guests to and from the restaurant.
- Provided excellent customer service and ensured the comfort and safety of passengers.



COMPUTER PROFICIENCY

Outlook	★ ★ ★ ★ ★
MS Excel	★ ★ ★ ★ ★
MS Word	★ ★ ★ ★ ★
Operating system	★ ★ ★ ★ ★
Ethernet browsing	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★



LANGUAGES

Arabic	<div><div></div></div> 70%
English	<div><div></div></div> 100%
Hindi	<div><div></div></div> 80%
Tamil	<div><div></div></div> 100%
Malayalam	<div><div></div></div> 100%

DRIVING LICENSE DETAILS

Holder of a Valid **Qatar/ Saudi Arabia /India** Driving Licenses

INTEREST

		
Music	Travelling	Driving

REFERENCE

- Available upon request

- Dispatched and coordinated the movement of couriers and packages.
- Managed day-to-day operations, ensuring timely and efficient delivery services.
- Coordinated with drivers, warehouses, and other stakeholders.
- Handled undelivered packages and resolved related issues.
- Managed and operated as a driver for a country manager.
- Provided transportation and logistical support for the country manager.
- Coordinated schedules and travel arrangements.
- Sold computer-related products and services from a van.
- Managed inventory and ensured product availability.
- Built and maintained relationships with customers.
- Undertook similar responsibilities as the Van Salesman role at Valley Computer.
- Sold electronic products from a van.
- Engaged with customers and promoted products.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 06/03/1983
Marital Status	: Married
Nationality	: Indian

PASSPORT AND VISA DETAILS

Passport Number	: L6664793
Visa Status	: Yearly Resident
QID	: 28335677824

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RATHEESH NADARAJAN

