



# FEMIN FRANCIS E.

DRIVER (MESSENGER)

## CONTACT

✉ feminfrancis20486@gmail.com

☎ +974 66928185  
+974 77226620

📍 Doha, Qatar

## ACADEMICS

### SSLC

Public Board Of Examination  
Kerala, India

## CERTIFICATIONS

- Forklift Operator Certificate - Velosi Certification L.L.C (May 2011)
- QHSE Program Certificate (March 2010)
- Defensive Driving Course Certificate - DriveSMART-Light Vehicle (June 2008)
- Forklift Operator Certificate - Velosi Certification L.L.C (April 2008)
- Ms Office Certificate - IRS Computers, Kerala-India (August 2004)

## COMPETENCIES

- Well versed in MS Office (Word, Excel, PowerPoint & Outlook)
- Strategic & Tactical Planning
- Effective Communication
- Inventory Management
- Database Management
- Forklift Operation
- Equipment Maintenance
- Problem-Solving
- Time Management
- Customer Handling
- Flexible & Adaptable
- Resilient & Enthusiastic

## PROFESSIONAL SUMMARY

Results-driven professional with **13+ years** of diverse experience in administrative support, marketing, inventory management, and forklift operation. Proven ability to effectively handle multiple responsibilities and deliver exceptional results. Excellent communication and interpersonal skills, fostering positive relationships with clients, stakeholders, and cross-functional teams. Proficient in utilizing various software and systems, including MS Office and inventory management tools. Committed to optimizing efficiency, maintaining high-quality standards, and achieving goals. An adaptable and self-motivated professional dedicated to continuous growth and success.

## EMPLOYMENT CHRONICLE

June, 2019 to Aug, 2023

### Driver (Messenger)

*Black and Blue*

#### Key Responsibilities

- Efficiently deliver packages and items to diverse destinations.
- Uphold precise documentation of deliveries for record-keeping.
- Prioritize punctuality and safety in all deliveries.
- Perform routine vehicle maintenance checks to guarantee safe and reliable operation.
- Communicate effectively with clients and provide exceptional customer service.
- Adhere to traffic rules and regulations to ensure safe transportation.
- Organize and plan routes for optimized time management.
- Handle and resolve delivery-related issues and inquiries professionally.
- Safeguard the security and integrity of the delivered items.

Oct, 2012 to May, 2019

### Administrative Assistant / Marketing Executive

*Kites Trading & Contracting, Doha, Qatar*

#### Key Responsibilities

- Provide administrative support to the marketing team, including managing calendars, scheduling appointments, and organizing meetings.
- Assist in the creation and implementation of marketing campaigns, including researching target markets, preparing marketing materials, and coordinating promotional activities.
- Maintain and update marketing databases, mailing lists, and customer information.
- Monitor and respond to emails, inquiries, and requests from clients, customers, and stakeholders in a timely and professional manner.
- Conduct market research to identify trends, competitor activities, and customer preferences to support marketing strategies.)
- Assist in the coordination and execution of marketing events, such as trade shows, conferences, and product launches.
- Prepare and distribute marketing reports, presentations, and materials for internal and external stakeholders.

PERSONAL DOSSIER

- Date of Birth: 2<sup>nd</sup> Apr, 1986
- Gender: Male
- Nationality: Indian
- Driving License No. (Light & Heavy – Bus, Truck, Trailer) : 28 635 601 625 (Valid till 15/05/2024)
- Passport No.: L 3890053 (Valid till 09/02/2024)

LINGUISTICS

English



Hindi



Malayalam



Oct, 2008 to Aug, 2012  
**Chemical Inventory Supervisor & Forklift Operator (4 Years)**  
**Bus Driver (6 Months)**  
*MISWACO (Schlumberger), Raslaffan, Qatar*

Chemical Inventory Supervisor

- Oversee the inventory management of chemicals, ensuring accurate records of stock levels, locations, and usage.
- Conduct regular audits to verify inventory accuracy and identify discrepancies or potential issues.
- Coordinate with procurement and receiving departments to ensure timely and accurate receipt of chemical shipments.
- Monitor and enforce compliance with safety protocols and regulations for the handling and storage of chemicals.
- Develop and implement inventory control procedures to optimize efficiency and minimize waste.

Forklift Operator

- Safely operate forklifts and other material handling equipment to transport and stack materials or products.
- Load and unload materials from trucks, shelves, or storage areas using forklifts and adhere to proper weight distribution guidelines.
- Conduct pre-operational inspections of forklifts to ensure they are in good working condition.

Bus Driver

- Safely operate a bus to transport passengers along designated routes.
- Adhere to traffic laws, regulations, and company policies while driving.
- Ensure the safety of passengers by following proper loading and unloading procedures.
- Provide excellent customer service by assisting passengers with boarding, fare collection, and inquiries.

May, 2006 to Sep, 2008  
**Maintenance with Driver (General Service Department)**  
*American School of Doha, Doha, Qatar*

Key Responsibilities

- Perform routine maintenance and repair tasks on company vehicles, equipment, and facilities.
- Conduct regular inspections of vehicles and equipment to identify any mechanical issues or safety concerns.
- Perform oil changes, tire rotations, and other routine maintenance tasks to ensure optimal vehicle performance.
- Troubleshoot and diagnose mechanical problems, and perform necessary repairs or coordinate with external service providers.

DECLARATION

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Date : FEMIN FRANCIS E.