



ABDUL SUBEER

DRIVER & OFFICE MESSANGER.

ABOUT ME

A result oriented professional with over 20+ years of experience in office messenger & driver at Qatar & Dubai airport.

Familiarity with airport security procedures and hazardous material handling requirements.

Ability to maintain and restock baggage supplies.

Ability to handle oversized luggage, kennels and skis.

Ability to perform security and safety procedures at all times.

Ability to unload bags from newly arrived flights.

Ability to follow instructions.

Superior communication skills.

I found myself resourceful in coordinating with internal & external customers for running successful operations and experience of implementing procedures and service standards for business excellence.

EDUCATION

Govt. VHSS, High school diploma. Kerala-India (1992)

Computer application, MS office (word, excel access and power point)

PERSONAL DETAILS

Date of Birth: 20-09-1975

Nationality: Indian

Religion: Islam

Marital Status: Married

Driving License: Valid Qatar Driving License

Visa Status: Transferable Work Visa

Availability: Immediate.

LANGUAGES KNOWN

English, Arabic, Hindi & Malayalam.

CONTACT

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DOHA – QATAR

OBJECTIVE

Seeking for challenging and responsible position in Office driver & messenger, Airport baggage handler where my acquired skills and education will get maximize to the best of my abilities. To associate with an organization where there is ample for organizational growth as well as scope for development of the individual.

EXPERIENCE

OFFICE DRIVER & MESSANGER @ GEMS TRADING & CONTRACTING W.L.L, DOHA-QATAR. 2022 – 2023.

DUTIES & RESPONSIBILITY:

- Transport company staff to various as per instructions.
- Collecting files and documents from various government and other offices and departments. Also the delivery of the files as per order.
- Prepared and submitted all required material tracking paperwork.
- Completed and transmitted all company paperwork in a timely manner.
- Provide basic office support as may be requested.
- Performed regular safety inspections on trucks as required by company policy.
- Assisted junior employees with time sheet completion and other paperwork.
- Provided supervisor with all vehicle maintenance information in a timely manner.
- Assisting warehouse supervisor.

AIRPORT BAGGAGE HANDLER, OFFICE ASSISTANT & EQUIPMENT OPERATOR. @ EMIRATES DNATA DUBAI AIRPORT, UAE. 2002 – 2021.

DUTIES & RESPONSIBILITY:

- Administered movement of bags and loaded items.
- Managed collection and checking luggage.
- Transferred luggage from check-in areas to departure gates.
- Handled luggage to and from aircraft.
- Supervised loading inbound luggage onto conveyors.
- Maintained aircraft and managed machine and vehicle maintenance.
- Driving & Operating technical equipment
- Responsible for loading and offloading activities safely.

PERSONAL ABILITIES

- ✚ Determinant
- ✚ Hardworking
- ✚ Having a patient outlook.
- ✚ Time management
- ✚ Punctual and reliable.
- ✚ Work under pressure.

CORE COMETENCIES

- ✚ Customer Services
- ✚ Logistics/Warehousing Staff management.
- ✚ Communication Skills.

- Check aircraft doors to avoid any damage when loading and offloading.
- Follow the instructions of the supervisor, inform the supervisor of any problems.
- Make sure aircraft structure is clear from any barrier to avoid any ground crash.
- Managed transferring of bags and loaded bags into aircrafts.
- Monitored suspicious baggage and reported immediately.

References

Available on request.

Date: 12/10/2023.