ASWIN VM
Driver / Messenger

Ambitious to obtain a full time position in a progressive organization which offers a professional working environment and enables me to grow as a professional while meeting the organizational goals.

✉ aswinvm@gmail.com

☎ +97430522883

📍 Doha, Qatar

SKILLS

- GOOD COMMUNICATION SKILLS
- QUICK LEARNING
- INTERPERSONAL SKILLS
- WRITING SKILLS
- MS Office
- MANAGEMENT
- DRIVING

LANGUAGES

English
Professional Working Proficiency

Hindi
Professional Working Proficiency

Malayalam
Native or Bilingual Proficiency

INTERESTS

- Data Details
- Data Analysis
- Office Management
- Book Keeping

EDUCATION

Bachelor's Of Art's
English Language and Literature
06/2017 - 04/2020   *India*
Courses
- Language and Literature

NEBOSH
Nebosh
01/2023 - 03/2023   *United Kingdom*
Courses
- International General certificate In Occupational Health and Safety

WORK EXPERIENCE

Driver / Messenger
NANS Co. QATAR
02/2023 - Present   *Doha - Qatar*
Achievements/Tasks
- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner
- Manages incoming mail so that it is opened, sorted, and distributed in a professional and timely manner
- Processes outgoing mail
- Plans the most efficient and expedient delivery route from place to place; organizes deliveries accordingly
- Obtains required signatures and/or payments at time of delivery
- Maintains accurate records related to the receipt and delivery of packages, documents, messages, and other items, including tracking time of and parties to the delivery
- May perform office, clerical, and other related duties as assigned. Performs other related duties as assigned

Crowd Management Supervisor
RKH - Doha Metro
08/2022 - 01/2023   *Doha - Qatar*

Work Coordinator
Redbee Trading & Services
02/2022 - 06/2022   *Doha - Qatar*

CERTIFICATES

NEBOSH (01/2023 - 03/2023)
International General certificate In Occupational Health and Safety

DIPLOMA IN FIRE AND SAFETY (02/2016 - 03/2017)
Occupational Health and Safety