



# SHABEER AHAMMED

Driver cum messenger

## CONTACT

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## EDUCATION

**HVAC Designing and Drafting  
Software Proficiency**

**SSM Polytechnic college**

Diploma in Mechanical Engineering  
2016-2019

**AMHSS**

Higher Secondary Education  
2015

## OTHERS

valid License  
Light vehicle

## SKILLS

- Problem Solving
- Communication
- Time Management
- organization
- Teamwork
- Leadership

## LANGUAGE

English

Hindi

Tamil

## SUMMARY

Dedicated and dependable Car Transporter Cum Messenger holding Qatar Light vehicle license with excellent record of customer satisfaction with more than 1 year experience and woe knomcose of routes in Une special in ned Under, Qatar all routes , as wel as Suguer for punctuality and safety Established history of completing driving jobs through various kinds of territory at various lengths

## WORK EXPERIENCE

### Star Kitchen Equipments

2023-Now

- Messenger cum office assistance driver.
- Delivery coordinator , technicians and driver coordinator.
- Received and delivered packages throughout various areas in Doha.
- Collected , sealed ,stamped outgoing mail , using postage meters and envelope sealers.
- Experienced in the delivery/ messenger field.
- Reliable, dependable,and hardworking , with effective communication skills.
- Planned and follow the most efficient routes for delivering goods.

### Nexus Consultancy & Services W.LL

2022-2023

- Planing and arrangement of workers accommodation and transportation.
- Planing routes and site works.
- Sorted items to be delivered according to the delivery route.
- captured signatures upon delivery packages and issued receipts for transactions.
- Distributed mall inter- office amongst designated departments when needed.
- Recorded of items received and delivered.
- Delivered messages and items, such as newspapers, documents and packages between establishment departments.

## DUTIES AND RESPONSIBILITIES

- Good communication, customer service and relationship-building skills
- Managing the daily/weekly/monthly agenda and arrange new meetings and appointments.
- File and update contact information of employees, customers, suppliers and external partners
- Maintain a filing system and do regular checks of the documents.
- Make arrangements for travel.

## **P R O F E S S I O N A L   S K I L L S**

- Good knowledge about type of measurements
  - Strong technical skills in mechanicalworks .
  - Hands-on experience with vehicles .
  - Good Experience with mechanical equipments and working .
  - Work hard to complete the assigned task efficiently and on time.
  - Eager to learn new technologies and adapt to them with ease.
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## **P R O J E C T   P R O F I L E**

### **Ras laffan New project**

- NFE RLPP site visiting.
- Prepare new requirements all dimensions of the machine.

### **Al Meera**

- All al meera Maintenance and installation of new machines doing under our company .
- Site inspection and installation of new machines.

### **Ansar galley**

Maintenance our company

### **Mega mart**

Maintenance our company

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## **C o m p u t e r   s k i l l s**

- MS office and Excel
  - Internet browsing
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## **D E C L A R A T I O N**

I hereby declare that the information furnished above is true to the best of my knowledge.