



# MANOJ KUMAL

DRIVER, MESSENGER

## PROFILE

I am an organised, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively. I am a good listener and learner, able to communicate well with a group and on an individual level. I am able to motivate and direct my talents and skills to meet objectives.

## WORK EXPERIENCE

### Tanzifco Company WLL

Cleaning supervisor

2012-2017FEB

- establish cleaning schedules and assign Cleaners under their supervision to different tasks and duties, ensuring they have the right equipment and supplies to complete their work.
- Cleaning Supervisors can also have administrative duties and recruit and train new Cleaners.

### Paragon Shipping & Logistics

WLL

Driver, Messenger

2017oct-2023 Mar

- Document & Delivery order Collection
- Cheque & Cash deposit
- maintain daily record
- responsible for safely and efficiently transporting individuals, documents, and packages to their designated location

### Black pearl Co WLL

2023April-present

Driver, Messenger

- Delivery order Collection
- Escort payment & Booking
- Cheque & Cash deposit
- Document & Invoice Submissions
- the ability to use GPS device
- Knowledge of road safety regulations
- collecting processing and delivering mail and message

## CONTACT

+97430785424

mkumal430@gmail.com

Doha, Qatar

## EDUCATION

1996-2011 UMA-

BADI ADARSHA  
SHARCHAN COLLAGE  
CHITWAN NEPAL

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English (Speaking , Reading & writing)
- Hindi (Fluent)
- Arabic (Basics)
- Nepali (Fluent)

## LICENSE

- Light vehicle (Automatic)
- Motorbike

