



MUHAMMAD RAFIQ

Date of birth: 20/03/1972 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

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ABOUT ME

Experienced delivery driver with over 20 years of expertise in navigating delivery routes efficiently and safely. Proven track record of timely deliveries and customer satisfaction. Proficient in using GPS navigation systems and adhering to delivery schedules. Skilled in providing excellent customer service and handling various types of cargo. Experienced in working with Talabat platform.

WORK EXPERIENCE

2020 – CURRENT Doha, Qatar
DRIVER CASPER LIMOUSINE

- **Provided** safe and reliable transportation services to clients
- **Maintained** a clean and well-maintained vehicle at all times
- **Ensured** timely pick-ups and drop-offs for clients
- **Handled** cashless transactions and provided receipts to clients
- **Received** positive feedback and ratings from clients

05/2023 – 08/2023 Doha, Qatar
DELIVERY DRIVER TALABAT

- **Delivered** food orders promptly and accurately to customers' doorsteps.
- **Navigated** delivery routes using GPS navigation systems.
- **Ensured** timely deliveries while adhering to company standards and customer preferences.
- **Provided** exceptional customer service, including courteous interactions and accurate order deliveries.
- **Handled** cashless transactions and processed payments accurately.

2013 – 2018 Bahrain
DRIVER / SITE SUPERVISOR RHAFF CONSTRUCTION & REAL ESTATE

- **Managed** construction site activities and supervised workers
- **Coordinated** with subcontractors and vendors
- **Ensured** compliance with safety regulations and quality standards
- **Conducted** regular inspections and reported progress to management

2010 – 2013 Bahrain
DRIVER / AIRPORT REPRESENTATIVE SAREENA HOTELS W.L.L. BAHRAIN

- **Greeted** and assisted hotel guests at the airport
- **Arranged** transportation for guests to and from the hotel
- **Handled** guest inquiries and resolved issues promptly

2007 – 2010 Bahrain
RECEPTIONIST KUWAIT ESTABLISHMENT CO.W. L.L.

- **Managed** front desk operations and greeted visitors
- **Answered** phone calls and directed inquiries to the appropriate department
- **Monitored** premises for security purposes and ensured a safe environment
- **Responded** to emergencies and reported incidents to management



2004 – 2007 Kuwait

RECEPTIONIST /SECURITY GUARD KUWAIT ESTABLISHMENT CO.W. L.L.

- **Managed** front desk operations and greeted visitors
- **Answered** phone calls and directed inquiries to the appropriate department
- **Monitored** premises for security purposes and ensured a safe environment
- **Responded** to emergencies and reported incidents to management
- **Conducted** regular patrols of assigned areas to deter unauthorized access and detect security breaches.
- **Monitored** surveillance cameras and alarm systems to identify and respond to suspicious activities.
- **Controlled** access to premises by verifying credentials and issuing visitor passes as necessary.

2001 – 2003 Pakistan

STOREKEEPER DONG FONG ELECTRICAL CORPORATION

- **Responsible** for fuel consumption at company fuel station
- **Receive** fuel from contractors and keep maximum storage according to company requirements
- **Daily** stock report to warehouse manager

1997 – 2001 Pakistan

PLANT OPERATOR CRUSHING PLANT OPERATIONS GHAZI BAROTHA CONTRACTORS. HYDROPOWER PROJECT

- Worked as a plant operator with Italian company Impregillo, at ghazi barottha hydropower project.
- General operations of plant and daily production and stocks report to site manager.

EDUCATION AND TRAINING

1989 – 1991 Pakistan

FSC. PRE MEDICAL (A LEVEL) Government Post graduate college Asghar Mall Rawalpindi

1996 – 1996 Pakistan

CMTI. ISLAMABAD Construction machinery Operations

1996 – 1997 Pakistan

COMPUTER SKILLS Kamra Computers

DIGITAL SKILLS

social media and internet browsing | Knowledge About Computer Hardware | MS Office applications (Word, Excel, Power Point)

ORGANISATIONAL SKILLS

PRO SKILLS

- Holding Valid Qatar Driving License
- Bahrain Driving License Since 2008
- Strong communication skills in Arabic and English
- Team leader and supervisor experience, punctual and trustworthy

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
ARABIC	B1	B2	C1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user