

# RIJBANULLAHA MUSALMAN

(Light Driver)

Location: Doha Qatar

Qatar ID No. 29952412427

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## CAREER OBJECTIVE:

*To utilize my strengths, versatile skills and talents in the pursuit of opportunities to grow professionally and in the bid to promote the corporate mission, exceeding team goals of every organization I am attached to.*

## BACKGROUND STRENGTH:

*Extremely motivated and passionate about whatever challenges I have to face. Possessing strong interpersonal and communication skills, knowing how to handle and deal with different kinds of people in different situations and circumstances. Backed up with an excellent ability to effectively work independently with minimal supervision and as a team.*

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## WORKING EXPERIENCE :

### 1. LIGHT DRIVER

June 2023 - Date

**Employer:** Cini Precast Factory Mesaieed, Qatar

**Project:** General & Special Duties

**Duties:**

- Transporting staffs, clients and/or packages to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Interact with clients professionally at all times
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date

## **2. LIGHT DRIVER                      Sep. 2022 – Jun. 2023**

**Employer:** V. Max W.L.L Doha, Qatar.

**Project:** General & Special Duties

Duties:

- Transporting staffs, clients and/or packages to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Interact with clients professionally at all times
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date

## **3. LIGHT DRIVER                      May 2018 – Sep. 2022**

**Employer:** Tata Incorporated India

**Project:** General & Special Duties

Duties:

- Transporting staffs, clients and/or packages to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Interact with clients professionally at all times
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date

## **SKILLS:**

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- Excellent Language Proficiency: Speaking, Reading & Writing (English, Arabic, Hindi, Urdu, Nepali)
- Computer Proficiency: Basic Computer Appreciation.
- Attention to Details.
- Effective Communication skills.
- An excellent team player with a remarkable team spirit.
- Ability to easily acquaint in a multicultural environment as both a team member and a leader in a proactive decision making.
- Ability to learn new things in a very quick pace.
- High degree of autonomy and tolerance with ability to work efficiently under pressure and minimum supervision.
- Ability to combine patience and determination in highly demanding situations for best results.
- Ability to grasp new concepts, ideas and integrate them into desired results.
- Good leadership and decision making coupled with strong organizational skills.
- Excellent verbal, written communication skills and interpersonal skills.
- Confident, articulate and professional communication abilities.

## **EDUCATION**

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**HIGH SCHOOL GRADE 10 & GRADE 12.**

## **HOBBIES**

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Puzzle Cracking, Playing Indoor Games & Travelling.

**PERSONAL DATA**

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<b>SEX</b>	<b>MALE</b>
<b>DATE OF BIRTH</b>	<b>AUGUST 28, 1999.</b>
<b>MARITAL STATUS</b>	<b>SINGLE</b>
<b>NATIONALITY</b>	<b>NEPALI</b>
<b>LANGUAGES</b>	<b>ARABIC, HINDI, URDU, NEPALI, ENGLISH</b>
<b>RELIGION</b>	<b>MUSLIM</b>

**REFEREE**

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**Available on request.**