

Curriculum Vitae



SELVA GANAPATHY V.
Mob.+97431514331 / 66486181
selvavrsm1@gmail.com

Objective

I would like to utilize my experience and years of hard work in implementing new practices and procedures in the field of driving. I would like to utilize my self-motivated approach in dealing with challenging situations.

Skills

- Excellent customer service skills
- Ability to speak English, Hindi, Malayalam and Tamil
- Expert in Written English and Tamil
- State-of-the-art communication, writing, and organizational skills
- Adequate knowledge of necessary vehicle repairing methodologies
- Broad experience in driving
- Sound inventory and record maintaining abilities

Work Experience (Present)

Any Time Limousine and Transportation Services
Doha – Qatar

Job Responsibilities

- My duties consisted of checking in rental cars daily as per the instruction of supervisor.

- Inspecting vehicle to ensure safety equipment is in working order, lights, tires, brakes, wipers, horn, seat belts, mirrors, under the hood, inside the vehicle, inside the trunk, and outside vehicle and back-up lights .
- Preparing report about the vehicle prior to delivery and showing customers.
- To their vehicles to point out damage on vehicle before renting.
- Checking mileage and inspecting for damage when vehicles are returned.
- Moving vehicles to different areas of the lot or facility as needed and directed by management.
- Driving serviced vehicles to ready line area and park for easy access by customers as directed by management.
- Contacting customer prior to routine services of vehicle as per the schedule.
- Collecting and return back the vehicle after the general routine service.
- Maintained the cleanliness and needs of the vehicle to ensure customer satisfaction.
- Collection of rental payment from customers.
- Delivery of the Vehicle to new customers.
- All Banks related works.
- Documents collection and Delivery to Suppliers, Customers and etc.,

Gulf Experience

- From April 2015 to May 2018 Worked in Salini Contracting ISG Project Doha Qatar.
- From July 2019 to March 2023 Worked as Light Driver in Pan Gulf Rent-A-Car Doha Qatar.

Education

- **DCE (Diploma Civil Engineering)-Discontinued**

Personnel Details

- Nationality : Indian
- Date of Birth : 24/09/1997
- Gender : Male
- Marital Status : Un Married
- Mail Id : selvavrsm1@gmail.com
- Contact No. : +974 66486181/31514331
- Qatar Id No. : 29735603277
- Qatar Id Expiry date : 28/07/2024

Personnel Details

- Passport No : N 4946263
- Date of Issue : 19/11/2015
- Date of Expired : 18/11/2025

Personnel Details

- Qatar license Type : Light Vehicle - Manual
- Qatar driving License No : 29735603277
- Date of Expired : 18/01/2025
- Indian Driving License No : TN63 2018 0009300
- Date of Expired : 03/10/2038

Permanent Address

: Selva Ganapathy
: S/o. Vinayagam
: Piravalloor, Okkur Post
: Sivaganga District
: Tamil Nadu
: South India
: Pin – 630557

Declaration

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief. I assure you, that I will perform my duties to the best of my abilities.

Thanks & Regards

Selva Ganapathy V.
Doha-Qatar.