



AMEERUL HAQ

+974 50607323

mkahaq@gmail.com

Doha, Qatar

PROFILE

Skilled driver with 5 years of experience driving people around the Qatar. Excelled in ensuring passengers always felt safe and comfortable no matter how long the journey would be. Experience in performing routine car maintenance, cleaning a vehicle's interior, and picking up passengers from potentially crowded areas. Exceptional talent with providing excellent Passenger service and having great time management skills.

WORK EXPERIENCE

Driver and Sales Representative

Qatar National Import and Export Co. Qatar

-Tazweed for Trading and Catering-

October 2021 November 2023

- Organising sales visits.
- Meeting with clients virtually or during sales visits
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Following up & collecting payments from clients.
- Attending trade conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages.
- Aiming to achieve monthly or annual targets.
- Maintains relationships with clients by providing support, information, and guidance.

Driver and Messenger

Saqar Company, Qatar

May 2017 February 2021

- Provide support to the office administrative function.
- Purchasing office supplies and materials.
- Following up & collecting payments from clients.
- Maintain and deliver confidential documents and sensitive information of the company.
- Serve as the office driver for office staff and guests travel within Qatar.
- Well aware of the roads in Qatar.
- Practice safe driving habits.
- Complete documentation such as logs, mileage, passenger reports.
- Follow schedules and rerouting in a timely manner when faced with traffic.
- Keeping the vehicle clean and properly maintained.

Driver and Coordinator

Serendib Foundation for

Relief and Development, Sri Lanka

June 2013 October 2015

- Coordinating activities of grassroots functional units.
- Supervising special projects in the Region.
- Scheduling, coordinating and organizing all the regional level meetings and events.
- Addressing needs of members by facilitating platforms for cross learning among them in coordination with the head office.
- Identifying resources and prepare a directory of the same for ready reference and availability.
- Prepare and submit a monthly report to head office.

Sales Assistant and Merchandiser

TESCO Express Public Limited Company

April 2010 March 2013

- Welcome and greet customers
- Assists customers in locating specific products and Answers inquiries.
- Ensure high levels of customer satisfaction through excellent sales service
- Maintain outstanding store condition and visual merchandising standards.
- Maintain a fully stocked store
- Recommend and display items that match customer needs
- Actively involved in the receiving of new stocks Delivery
- Keep up to date with product information
- Assists cashiers
- Follow all companies policies and procedures

SKILLS

- Strong driving record
- Problem Solving
- Detail & Target Oriented
- Interpersonal
- Organizing
- passenger service
- safe driving practices
- Time Management
- Communication
- Positive attitude

EDUCATION

- High School
GCE Advanced Level
Ministry of Education, Sri Lanka
- Diploma in Administration
Wigan & Leigh College, Sri Lanka
- Certificate in Information Technology
IIIT, Sri Lanka
- Certificate for Arabic Language Studies
Ameeniy College, MRCA, Sri Lanka
- Level 1 Food Safety and Hygiene
Virtual College.

PERSONAL INFORMATION

- Date of Birth
28th March 1988
- Nationality
Sri Lankan
- Marital Status
Married
- Visa Status
Valid QID with NOC
- Valid Qatar Light Vehicle Driving License

LANGUAGE

- English
- Arabic
- Tamil
- Malayalam
- Sinhala

REFERENCES

- Available upon request

