

## **ABDUL NAVAB KELAM VALAPPIL**

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**Address:** Doha, Qatar



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### **Career Objective**

Experienced Driver cum sales executive / office assistant with 15 years of expertise, including holding a Qatar driving license for Car, Bus, Medium Truck, and Trailer. Seeking a position where I can fully utilize my skills and abilities.

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### **Professional Experience**

#### **Banquet Driver & Catering Driver**

*W Hotel, Marriott Marquis Hotel & Four Seasons Hotel, Doha, Qatar*

*2016 - Present*

- Coordinated the logistics for catering events, ensuring timely delivery and setup of food and beverages at various locations.
- Collaborated with the banquet and event teams to ensure that all client requirements were met and exceeded expectations.
- Managed the inventory and loading of catering equipment, ensuring all items were transported securely and efficiently.
- Provided assistance in setting up and breaking down event venues, including arranging tables, chairs, and décor as per client specifications.
- Maintained excellent communication with event coordinators and kitchen staff to ensure smooth operations during events.
- Monitored traffic and weather conditions to optimize driving routes and ensure timely deliveries, even under challenging conditions.
- Assisted with the training and onboarding of new drivers, sharing best practices for safe driving and customer service.
- Ensured that all catering vehicles were cleaned, sanitized, and stocked with necessary supplies before and after each event.
- Played a key role in resolving last-minute changes and challenges during events, ensuring client satisfaction.

#### **Office Assistant cum driver (Limousine & Valet Parking)**

*Hilton Hotel, Intercontinental Hotel, Sheraton Hotel - Chiyoda Almana Engineering (Sub),*

*Doha, Qatar*

*2011 - 2016*

- Provided transportation for executives and VIP guests, ensuring safe and timely arrivals to meetings and events.
- Assisted in the preparation and distribution of documents, reports, and correspondence.
- Facilitated internal communication by delivering important documents and packages within the company.
- Supported administrative staff with clerical tasks such as photocopying, filing, etc
- Assisted in scheduling and managing appointments for senior management.
- Conducted vehicle maintenance checks, ensuring all company vehicles were in optimal working condition.
- Played a key role in the coordination and logistics of corporate events, including transportation arrangements and venue setup.
- Handled confidential information with the utmost discretion and maintained a professional demeanor in all interactions..

### **Sales Executive cum Driver**

*Wumis Bakery, Qatar*

*2008 - 2011*

- Delivered bakery products to customers across various locations in Qatar, ensuring timely and efficient delivery.
- Built and maintained strong relationships with clients, addressing their needs and ensuring high customer satisfaction.
- Managed daily sales transactions, including cash handling and invoicing, ensuring accuracy and transparency.
- Developed sales strategies to increase product visibility and drive revenue growth.
- Regularly communicated with bakery management regarding customer feedback, market trends, and potential business opportunities.
- Assisted in loading and unloading of bakery products, ensuring proper handling and storage.
- Conducted market research to identify new sales opportunities and maintain a competitive edge.

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### **Education**

#### **Secondary School Leaving Certificate**

*Kerala, India*

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### **Driving License Details**

**License No.:** 28835603515

**Date of Issue:** 29/07/2008

**Expiry Date:** 16/01/2028

**Permitted Vehicles:** Car, Bus, Medium Truck, Trailer

**Place of Issue:** Doha, Qatar

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### **Passport Details**

**Passport No.:** P 3231173

**Date of Issue:** 15/09/2016

**Expiry Date:** 14/09/2026

**Place of Issue:** Doha, Qatar

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### **Skills**

- Excellent customer service and communication skills.
  - Strong ability to maintain records of incidents while driving.
  - Familiarity with hotel amenities, activities, restaurants, and local attractions.
  - High standards of grooming and personal hygiene.
  - Proficiency in accident prevention measures.
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### **Personal Details**

**Nationality:** Indian

**Date of Birth:** 04/06/1988

**Gender:** Male

**Marital Status:** Married

**Visa Status:** Employment Visa

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### **Languages**

- English
  - Arabic
  - Hindi
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### **Declaration**

I declare that the above information is true and correct to the best of my knowledge and understanding.