



CONTACT

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📍 Qatar

IT SKILLS

- MS Office
- Internet surfing
- Email

SKILLS

- Extremely hard working, self-motivated and able to work independently.
- Keep excellent interpersonal relations with colleagues and ready to help
- Very energetic result oriented and organized.
- Efficient and well-behaved person.

LANGUAGES

- English (Fluent)
- Hindi(Fluent)
- Arabic(Basics)
- Bengali(Native)

LOKMAN HOSSAIN

Application for Light Driver and Messenger

PROFILE

Focused, organized driver with a great safety record and 20 years of experience driving for established companies. Deeply familiar with all routes throughout Qatar and safety guidelines, including regulations concerning hazardous freight etc. Excellent driver who plans trips for maximum efficiency. Great communication skills, with a friendly and professional demeanor at all times.. Exceptional talent with providing customer service and having great time management skills

WORK EXPERIENCE

Driver Surma Limousine Country: Qatar	10/2023 – CURRENT
Light Driver Vijay Arabia Fire & Security Systems W.L.L (Group of Al Jabir) Country: Qatar	09/2017 – 10/2023
Driver Al Jabir Engineering Company (JEC) Country: Qatar	2014 – 2016
Driver Emirates Falcon Electromechanically Co L.L.C (Arabtec Holding) Country: United Arab Emirates	09/2007 – 09/2011
Driver M/s Prime Islamic Life Insurance Limited City: Dhaka Country: Bangladesh	2006 – 2007

EDUCATIONAL QUALIFICATION

Secondary School Certificate (S.S.C)

Country: Bangladesh

Higher Secondary School Certificate (H.S.C)

Country: Bangladesh

ABILITIES

- Light Driver Work.
- Messenger Work.
- Reception, Telephone Operator Work.
- Filing of documents work
- Photocopy work
- File of various offices work.
- Tea Boy Work
- Purchase Work.
- Supply check collection

DRIVING LICENSE

Qatar Driving License

License No : 28305012934

First Issue : 09/12/2014

Validity : 25/10/2026

Authorized : Light

United Arab Emirates Driving License Details

License No 1534241

First Issue : 17/01/2010

Validity : 17/01/2020

Authorized : Light

Bangladesh License Details

License No BHL23002NP094

First Issue : 19/07/2023

Validity : 18/07/2033

Authorized : Light

PERSONAL DETAILS

Date of birth: 02/02/1983

Nationality : Bangaldesh

Passport Details

Expiry Date :08/10/2024

Passport No : EJ0470932

Expiry Date : 28/08/2026

Qatar ID Details

QID No 28305012934

REFERENCE

Can be provided upon request

DUTIES AND RESPONSIBILITIES

- Maintains and record movements of the vehicles in the log book.
- Ensure that the vehicle is well maintained and kept in good running condition.
- Ensuring that vehicle, motor vehicle assigned is parked in safe place
- Collective and dispatching outgoing and incoming emails.
- Ensures availability of vehicle equipment and tools every time
- Besides driving duties he/she will perform basic office related tasks such as filling documents, photocopying, delivery and collection of various items.
- Performs any other duty as may be assigned by his/her supervisor.
- Drive vehicles to designated destinations for customer product deliveries.
- Drive safely and deliver products within deadlines.
- Analyze delivery address, determine appropriate routes and maintain schedule.
- Report any accidents or injuries to Supervisors immediately.
- Load and unload products from trucks and trailers.
- Perform vehicle inspection such as checking fluid level and tire pressure.
- Notify supervisors about any major repairs and maintenances.
- Follow local and state driving laws and road regulations.
- Maintain the vehicle clean and safe.
- Collect payments from customer at the time of product delivery
- Work with support team to provide exceptional customer services and address customer concerns.
- Perform vehicle inspection before and after each trip
- Adhere to company operating policies and procedures.
- Maintain driving log, prepare vehicle performance forms and complete daily paperwork
- Provide special care in delivering fragile and hazardous products.
- Follow all state regulations while operating a vehicle.
- Conduct routine maintenance, such as checking oil levels and inspecting tire pressure.
- • Pick up passengers from a variety of locations and always ask for their level of satisfaction after a ride

Thanks for your time and consideration,
LOKMAN HOSSAIN