# Professional Summary

Proactive professional with 10 years of work experience **(GCC)** and proven knowledge of Driving. Aiming to leverage my abilities to successfully fill Driving role on your team.

# Experience

## Saudi Cement, Damam Saudi Driver cum messenger

July-2021 To July-2024

## Doha-Qatar House Driver

Dec-19 to Apr-2021

## Subway- Restaurant, Saudi Riyadh Company Driver

Apr-2016 to Dec-2018

## Doha-Qatar House Driver

Feb-2014 to July-2016

## Khidmah LLC- Dubai Cleaner

Apr-2010 to July-2013

# Responsibility

* Map out driving route.
* Pick up and deliver messages, documents, packages, confidential materials, and other items directly to the address or department.
* Sorts incoming mail, package, or document.
* Collect payment and issue receipts
* Answer clients’ questions about the area and local place of interest.
* Assist clients with loading and unloading their luggage.
* Receive and dispatch all the orders of office supplies that are requested by different areas of building through email.
* pickup
* Securely delivers packages, documents, written and verbal messages.

# Achievement (Certificates)

* Achieved House Keeping Product Usage & Safety in Handling Chemicals in May-2010.
* Achieved assessment of Window Cradle Operator in Oct-2012.
* Achieved Fire Prevention and Fire fighter Nov -2006.
* Achieved Elementary First Aid Nov-2006

# Education

* High School 2004 From India

# Computer Skill

* Microsoft Word
* Microsoft Excel
* Safety Risk Analysis
* Client Service
* Internet & Email

# Language Known



Arabic : Speaking

English : Reading, Writing, Speaking

Hindi : Native

Permanent Address : Baluwa Tola Guabari, Kundawa Chainpur East Champaran Bihar-845304 India.

# Personal Details



Father’s Name : Mohammad Momtaj

Date Of Birth : 26-12-1986

Religion : Islam

Marital Status : Married

License : Saudi License, Qatar Driving License & Indian.

Nationality : Indian

# Passport Details



Passport Number : P1053205

Date of Expiry : 17-08-2026

Place of Issue : Patna

Mohd Abrar Reza

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