

ADNAN MOHAMMAD

Al Thumama 46, Doha Qatar

Contact: 55558379, e-mail: Adnanhayat133@gmail.com



CAREER OBJECTIVE

To obtain a responsible position as driver that will allow me to utilize my strong driving abilities and excellent customer service skills, while making a significant contribution to the smooth operation of the organization.

CAREER SUMMARY

Highly skilled & safety-oriented Embassy driver with 7 years of professional driving experience. Proven ability to provide excellent customer service and ensuring passengers safety & comfort all time. Familiar with advanced navigation tools, punctual and committed to maintain the vehicles in excellent condition.

ESSENTIAL SKILLS

Defensive Driving
Excellent Time Management & Observance to Protocols
Professionalism, Efficiency & Punctuality
Flexibility & Adaptability
Responsible, Honest & Punctual for assignments
Vehicle Maintenance
Good knowledge of Doha & The Region
Fluency in English & Arabic as well
Detail-Oriented
Computer literate
Basic book-keeping and accounting knowledge

WORK HISTORY

EMBASSY DRIVER

EMBASSY OF THE FEDERAL REPUBLIC OF NIGERIA - Dec 2021 - June 2024

- Provided safe and punctual driving services to the staff and official visitors to the appointments, functions, events and airport during office hours and after hours as necessary.
- Facilitated airport pick up for the VIP visitors and transportation during official-VIP visits & followed pre agreed programs.
- Responsible for carrying notes and correspondence to MOFA, Embassies, government departments and other business as well on daily basis.
- Provided information to the guests and visitors about local attractions, restaurants and other points of interest.
- Drove ambassador's family for various functions & events from time to time.
- Consistently worked overtime which includes evening, weekend and holidays as well.
- Interacted with the Embassy officers, visitors and guests in a professional manner.
- Ensured safety of staff and guests & the vehicle all the time while on duty.
- Excellent knowledge of Doha streets, famous landmarks & prominent buildings.
- Performed routine vehicles inspection and maintenance & kept the vehicles in clean condition all the time both inside and outside.
- Gained expertise in driving US, German & Japanese vehicles.
- Received several accolades from a number of guests for my exceptional services.

COMPANY DRIVER - Staff & Commerce

ARAB BUILDERS TRADING & CONTRACTING - Sep 2014 - October 2021

- Operated Passenger vehicles to provide safe, smooth & efficient transportation to company personnel as directed, and in accordance with accepted practices, company regulations & safety standards.
- Provided pick & drop services to the company staff & their family members to various engagements & locations.
- Maintained travel logs to include mileage, locations, travel time, work hours, vehicle services entries and receipts.
- Safely loaded & unloaded deliveries according to size of load and content description.
- Delivered products to dealer locations scheduled and as requested.
- Tracked time spent on assignments each day for productivity reporting.
- Performed vehicle's inspection & maintenance prior to trips.
- Inspected & maintained vehicle for tires, lights, brakes, fuel, oil & water levels.
- Demonstrated willingness to accept challenges and added responsibility.
- Established & maintained excellent customer relationships.
- Reported all accidents, damage & malfunctions involving company equipment to the management.

LINGUISTICS EXECUTIVE & TEAM LEADER

GSCS QATAR (CMPCQ, CAMP SAYLIAH QATAR) June 2009 - May 2013

As a part of a dedicated special team of linguists at ALL WORLD LANGUAGES CONSULTANTS sponsored by **Gulf Supplies & Commercial Services (GSCS)**, my duty was to provide accurate and timely translation of text, audio and video files from source languages Urdu & Pashto to the target language i.e. English & vice versa.

- Prioritized & carried out gist, detailed gist and full translation of documents from Urdu & Pashto languages into English and vice versa, including utilization of computer and other multimedia equipment in a sophisticated manner.
- Translated online, video, and television media by providing subtitles.
- Mentored new linguists and provided on the job training as needed.
- Acute attention to detail, spelling & grammar.
- Followed up with internal team members and clients to ensure translation meets their needs.

PERSONAL DETAILS

Date of Birth: 11th Feb, 1983

Visa Status: Work Visa

RP Expiry Date: 16th May, 2025

Passport Expiry Date: 7th Jan, 2029

Driving License: Yes - Light Vehicle

ACADEMIC QUALIFICATION

GRADUATION - May 2008

Bachelor in Business Administration

Institute of Business and Management Sciences (IBMS), Pakistan

Major: Finance

Languages: English, Arabic, Hindi, Urdu.