

Mirza Mohammed

Doha

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Looking for an opportunity to contribute to the growth of the organization and pursue challenging career which would enable me

to utilize full of my potential support according to my working experience

OFFICE EXPERIENCE:

January 2007 to October 2012 SWATH TRADING

Designation: Supervisor and Driver.

Responsibilities:

- Driving clients daily to their desired destinations
- Maintaining the vehicle safe and clean
- Using navigation apps to determine the best route
- Map out driving routes ahead of time to determine the most expedient trip
- Pick up clients from the place and at the time they've requested
- Collect payments and issue receipts
- Assist clients with loading and unloading their luggage
- Listen to traffic and weather reports to stay up-to-date on road conditions
- Adjust the route to avoid heavy traffic or road constructions, as needed
- Answer clients' questions about the area and local places of interest
- Ensure the car seats are clean and comfortable for all riders
- Schedule regular car service appointments and report any issues
- Book car wash and detailing services to maintain interior and exterior cleanliness of the car

Work Experience

Supervisor and Driver

Bushara Trading and Contracting

January 2014 to December 2023

Responsibilities

- Transport clients and/or packages to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Interact with clients professionally at all times
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date

Education

Atomic Energy

Board of Secondary Education - Hyderabad, Telangana

Skills

- Operating system: Ms. Word, Ms. Excel