



SUJITH KEERTHI BANDARA

LIGHT DRIVER/MESSENGER

Over 10 years of experience with a comprehensive background as light driver /Messenger. Extensive background in delivering messages packages and others items to various location and maintain accurate records of delivery. Skilled in customer service and knowledgeable of safe driving practices

CONTACT

+974 70904560

sujithbandara96@gmail.com

Qatar

PERSONAL INFO

Nationality : Sri Lankan
D O B : 28/02/1996
Gender : Male
Marital Status : Married
Passport No : N5498122
Date of Expiry : 17/08/2025
Date of Issue : 17/08/2015
Place of Issue : Kandy
License No : 29614402885
Date of Expiry : 02/02/2026
Date of Issue : 10/2/2016
Place of Issue : Doha
Language Known: English, Hindi
Sinhala

EDUCATION

AAT (Association of Accounting Technician)
G.C.E Advance Level
O/Ls

KEY SKILLS

- ◆ Driving Skill
- ◆ Road Safety
- ◆ Route Planning
- ◆ Customer Service
- ◆ Communication Skill
- ◆ MS Office
- ◆ Vehicle Maintenance
- ◆ Navigation Skill
- ◆ Time Management
- ◆ Problem Solving
- ◆ Presentation Skill
- ◆ Basic Computer Network

EXPERIENCE

October 2015 – Present

LIGHT DRIVER/MESSENGER

Tanareefa Trading, Contracting & Transport

Doha – Qatar

- ◆ Deliver messages, Invoices, and other items to various locations
- ◆ Maintain accurate records of deliveries
- ◆ Ensure timely and safe delivery of items
- ◆ Collecting Cash and cheques from client's office and providing proper receipt voucher
- ◆ Deposit Cash and cheques at the bank.
- ◆ Communicate with clients and customers in a professional and courteous manner.
- ◆ Follow all traffic rules and regulation.
- ◆ Managed the cleaning and maintenance of vehicle ensuring maximum safety and efficiency
- ◆ Pick up and drop off of staff and workers at the airport
- ◆ Picking up office purchases or other administrative needs

October 2013 – August 2015

LIGHT DRIVER/DECORATION WORKER

Flora Wedding Planners

Sri Lanka

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

SUJITH KEERTHI BANDARA