

# SAHI GOPAKUMAR KUMAR

DRIVER & MESSENGER



## CONTACT

+974 31225417, +91 9947751842

sahigkumar7@gmail.com

Qatar

## SKILLS

VEHICLE OPERATION

TRANSPORTATION

VEHICLE MAINTENANCE

SAFETY AND COMPLIANCE

DOCUMENTATION

PACKAGE DELIVERY

MAIL HANDLING

ERRAND RUNNING

CUSTOMER SERVICE

TIME MANAGEMENT

COMMUNICATION

CONFIDENTIALITY

PROFESSIONALISM

TIME MANAGEMENT

LEADERSHIP SKILLS

INTERPERSONAL SKILLS

## PROFILE

Dedicated and reliable professional with extensive experience as a Driver and Messenger, seeking a position in a dynamic organization where I can utilize my skills in safe and efficient driving, timely deliveries, and effective communication. Committed to maintaining the highest standards of safety, punctuality, and confidentiality while providing exceptional support in transporting people, documents, and goods. Eager to contribute to the success of the team through diligent work ethic and strong organizational abilities.

## WORK EXPERIENCE

Jul 2022 – Present

**DELIVERY AGENT CUM MESSENGER**

IBN AL HAYTHAM MEDICAL CO. DOHA, QATAR

Feb 2021 – Apr 2022

**MESSENGER CUM DRIVER**

JULI SLING CO. LTD. DOHA

July 2017 – Jan 2021

**DIVER (MONEY VAN)**

G4S CASH SOLUTIONS, DOHA

Mar 2015 – Apr 2017

**LIMOUSINE DRIVER**

DOHA LIMOUSINES, QATAR

Nov 2013 – Dec 2014

**FORKLIFT OPERATOR**

J.M BAXI & CO. CHENNAI, INDIA

### Duties & Responsibilities

- Safely operate company vehicles to transport personnel, packages, and goods to designated locations.
- Adhere to all traffic laws, regulations, and company policies while driving.
- Ensure timely and efficient transportation of employees, clients, and goods.
- Plan and follow the most efficient routes for deliveries and pickups.
- Conduct regular vehicle inspections and maintenance checks.
- Report any mechanical issues or malfunctions to the maintenance team and ensure timely repairs.
- Follow all safety protocols and procedures to minimize risks.
- Ensure that the vehicle is equipped with necessary safety gear, such as seat belts, first aid kits, and fire extinguishers.
- Maintain accurate records of driving hours, mileage, fuel consumption, and any incidents or accidents.
- Complete and manage all necessary paperwork related to transportation duties.
- Collect and deliver documents, packages, and other items to various locations, ensuring timely and accurate delivery.
- Obtain signatures or proof of delivery when required.
- Collect and sort incoming mail and packages for distribution within the organization.
- Prepare and dispatch outgoing mail and packages.

## PERSONAL INFO

Nationality : Indian  
DOB : 17/10/1992  
Marital Status : Married  
Gender : Male  
Passport No : V4440415  
Qatar Id : 29235606546

## LICENCE DETAILS

Valid Indian LMV Licence

Valid Licence EXVTR, CRANE,  
FORKLIFT

Valid Qatar Licence : 29235606546  
Date of Expiry : 27/01/2029

## LANGUAGES KNOWN

English

Hindi

Malayalam

Tamil

Arabic

- Perform various errands as requested by company personnel, including purchasing supplies, making bank deposits, and other administrative tasks.
- Maintain accurate records of deliveries, pickups, and other messenger activities.
- Ensure that all delivered items are documented and accounted for.
- Interact professionally with clients, customers, and colleagues while performing duties.
- Address any concerns or issues promptly and courteously.
- Manage time effectively to balance driving and messenger duties.
- Prioritize tasks to ensure timely completion of all responsibilities.
- Maintain clear and effective communication with supervisors, colleagues, and clients.
- Report any delays, issues, or changes in schedule promptly.
- Handle sensitive documents and packages with discretion and maintain confidentiality.
- Ensure that all information and items are delivered securely.
- Present a professional appearance and demeanor at all times.

## CERTIFICATIONS

- ❖ **HEAVY EQUIPMENT'S CERTIFICATES**  
SREE KRISHNA INSTITUTES OF HEAVY EQUIPMENT'S  
KERALA, INDIA  
| 2013
- ❖ **ITI DIESEL MECHANIC**  
KERALA, INDIA  
| 2013

## EDUCATIONAL QUALIFICATIONS

- ❖ **HIGHER SECONDARY EXAMINATION**  
BOARD OF HIGHER SECONDARY EXAMINATION  
KERALA, INDIA  
| 2011
- ❖ **SECONDARY EXAMINATION**  
BOARD OF PUBLIC EXAMINATION  
KERALA, INDIA  
| 2009

## DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

**SAHI GOPAKUMAR KUMAR**