

HAHEEL MOHAMED

DRIVER, DOCUMENT CONTROLLER,
SALESMAN & VEHICLE SUPERVISOR

PROFILE

Experienced professional with a diverse background in document control, driving, sales, and vehicle supervision. Known for being kind, responsible, and respectable, I excel in ensuring efficient documentation processes, safe and timely transportation, effective sales strategies, and reliable vehicle management. Proven track record of maintaining high standards in all roles while fostering positive relationships and delivering exceptional service.

EDUCATION

Baduriya Central College - Mawanella, Sri Lanka

G.C.E Advanced Level (2000)

A.E.C ELECTRONICS (Electronic Educational Institute) - Srilanka

Completed Diploma in Radio and Television Course (June 2001)

National Education Centre - Qatar

Completed Airline Ticketing and Travel Management Course

Completed Diploma in IT and Office Suite (August 2007)

Mannai Corporation (Emirates Aviation College) - Qatar

Completed GDS Galileo Core System Course (October 2007)

WORK EXPERIENCE

Salesman

Saudi Hypermarket, Qatar

2001 - 2002

As a Salesman, I boosted sales and improved customer satisfaction. I assisted customers, provided product details, managed inventory, and handled cash transactions. My strong communication skills and proactive approach helped me meet sales and create a positive shopping experience.

Driver

Gulf International Trading and Construction, Qatar

2005 - 2010

As a Driver, I transported staff and goods safely and on time, managed document deliveries, kept vehicle logs, followed traffic rules, and assisted with administrative tasks, ensuring smooth daily operations.

Driver

Alebdah Trading and Construction, Qatar

2011 - 2013

As a Driver, I provided safe transport, managed deliveries, maintained logs, and supported administrative tasks.

Driver, Document controller & Vehicle supervisor

Al Sindbad Trading & (Limousine) Services W.L.L Qatar

2013- 2020

I efficiently managed driving and accounting tasks, ensuring safe transportation of goods and accurate financial records. This involved delivering messages, handling invoices, payments, and maintaining vehicle logs. I excelled in organization, attention to detail, and multitasking to ensure smooth operations and financial accuracy.

Driver, Document controller & Vehicle supervisor

East West Limousine, Qatar

2020 - 2024 (Present)

I efficiently navigated various routes to safely transport passengers and goods. Alongside driving, I supervised operations, ensuring smooth workflow and client satisfaction. My responsibilities included managing schedules, coordinating pickups and drop-offs, and maintaining vehicle and records.

CONTACT



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Valid Qatar driving license



Srilankan

LANGUAGE

► English ► Arabic

► Hindi ► Tamil

► Malayalam ► Sinhala

SKILLS SUMMARY

Communication

Responsible

Sales

100%

100%

100%