

Asmeer Sulaimalebbe Messenger cum Driver.

Contact No: +97430303167

Email id: asmeersl2025@gmail.com



PROFILE:

I have extensive experience in the marketing department and am currently seeking a position as a **Messenger Cum Driver**. With a strong sense of self-motivation and independence, I am confident in utilizing my knowledge and skills to contribute to the company's goals and objectives with integrity and enthusiasm. **My 7 years of experience in Qatar** have equipped me with valuable skills and I am eager to continue enhancing them while working in a pragmatic and dynamic organization.

SKILLS: -

- ❖ Day-to-Day management of the site work, including supervising and monitoring of the on-site Labor force.
- ❖ Demonstration skills, Good communication, presentation, and interpersonal skills.
- ❖ Understanding all the details of a product is an important part of being a good salesperson.
- ❖ Coordinating with production team for timely sourcing and to avoid production delays.
- ❖ Highly motivated and hardworking with the ability to work efficiently in a team as well as Independently.

PERSONAL DETAILS

Name	:	Asmeer Sulaimalebbe
Nationality	:	Sri Lankan
Date of Birth	:	1990
Religion	:	Muslim
Gender	:	Male
Marital Status	:	Married
Driving license	:	Qatar driving license
Visa Status	:	Transferable with NOC
Language Known	:	English, Arabic, Hindi, Tamil & Malayalam

WORK EXPERIENCE

- ❖ Worked as a Messenger cum Driver at Alzaman Trading & Company in Qatar in the period of Sep, 2009 to Jan 2015

Job Responsibilities

- Excellent negotiation with proficient in English, Hindi and Malayalam
- Manage multiple accounts for delinquency and debt collection efforts
- Send out past due notices for delinquent accounts or for missed settlement payments
- Coordinating with production team for timely sourcing and to avoid production delays
- Maintaining accounts and follow-up

- ❖ Worked as a Messenger cum Driver at Ayberry Trading & Contracting in Qatar in the period of March 2022 to till now.

Job Responsibilities

- Perform office duties, such as collection and delivery of official documents to Ministries, Port, Private offices, Post, Couriers etc.
- Distribute and collected documents to the appropriate department.
- Perform bank deposit, withdrawal, and other office duties.
- Airport pickup and drop for the Office's staff and visitors.
- Holding basic mechanical knowledge of light vehicles.
- Holding clean driving record.
- Perform daily inspection of the vehicle and ensure that the vehicle is clean and well maintained.
- Excellent knowledge of Qatar roads and Traffic rules.
- Working overtime, Flexible schedule, ethics and honesty.
- Other duties as required.

EDUCATIONAL QUALIFICATION

- ❖ National Certificate of Technology in Quantity Surveying at Department of Technical Education Centre.
- ❖ Diploma in AutoCAD 2015 (2D & 3D) at Collage of Professional Education)
- ❖ Certificate in MEP Quantity Surveying Practice at The College of Architectural Engineering Technology- Sri Lanka
- ❖ Certificate in MEP Drafting using Auto CAD at The College of Architectural Engineering Technology- Sri Lanka
- ❖ Certificate in ICT at MYOWN Computer System- Sri Lanka

DECLARATION

I hereby declare the above-mentioned information is true and verifiable to the best Of my knowledge and I bear responsibility for the correctness of the abovementioned Particulars.

Your faithfully
Asmeer
+974-30303167

Place: - Doha, Qatar