



# Muhammed Salih

Office Assistant and messenger cum Driver

A self-motivated and hard-working individual with a total of 8 years of GCC working experience with various establishments seeking a position of Office Assistant / Driver cum Messenger at your esteemed Organization.

## Contact

### Phone

+974 55963975

### Email

mhdسالههههههه@gmail.com

### Address

Doha, Qatar

## Education

2014

**Diploma Electronics Engineering**  
All India Technical Education Society

**Higher secondary school**  
Kerala State Board of Education

## Expertise

- Communication
- Time management
- Customer relationship building
- Coordination
- Enthusiastic and passionate
- Adaptability

## Language

English  
Arabic  
Hindi  
Malayalam

## Experience

○ **March 2023 - Feb 2024**  
Ras Laffan Project. Doha, Qatar

### Driver cum Messenger

- Transporting passengers and goods from one location to another as per official instructions.
- Safely driven and maintained the assigned vehicle.
- Always adhering to traffic laws and regulations.

○ **Sep 2021 - Dec 2022**  
Carrefour (Online Delivery Section) Doha, Qatar

### Office Assistant cum Delivery Handler

- Ensure on time dispatch and delivery of ECommerce Orders.
- Assisting office supervisor upon the requests.
- Filing and maintaining office documents.
- Ensure complying all the safety procedures and precautions on duty.
- Handling customer orders with utmost care from pick up point to designated delivery place.

○ **Oct 2016 - March 2020**  
ROTANA RENT A CAR & LIMOUSINE . DOHA, QATAR

### Venue arranger, Food deliver and Document dispatcher

- Responsible for picking up VIP guests from hotels and ensuring timely and safe transport to their desired destinations.
- Delivering the orders to customer site with high responsibilities and hygiene.
- Submitting invoices to customers on time upon the receipt from office.
- Arranging the venue for the parties as per customer requirements.
- Handled the catering services at QNCC for the meetings and parties.
- Distributing the documents at designated offices as per superiors' instructions.
- Ensuring the low stock is ordered and replenished for future events

## Personal Details

- QID No :-29535607939
- Passport No :-W 6595031
- Visa Status :-Transferrable

### Licenses

- Valid QDL Upto Aug 2026
- Valid QE Approved H2S/BA
- Valid QE Approved Defensive Driving
- Valid RLIC Gate Pass