



DRIVER

CONTACT

+974 33943513 /+974 55937460

No. 223/11/D, Parklane
Residences Katuwana,
Homagama, Sri Lanka.

chandana.helpers@gmail.com

OTHER

QID - 28514417071

Driving License in **Sri Lanka** -
B2675316

Driving License in **Qatar** – Available
(CAR-Automatic)

LANGUAGES

English

SKILLS

Team Work
Safety Driving
Route Planning
Attention To
Details
Time
Management
Computer
MS Office
Customer Service

CHANDANA PREMARATHNA.

PROFILE SUMMARY

I am an experienced driver who prioritizes safety above all else. With 8 years of exceptional service, I have transported passengers and goods while maintaining a strong focus on customer satisfaction. I have a proven track record of reliability, punctuality, and strict adherence to all traffic laws and regulations. Additionally, I possess excellent navigation skills and a commitment to providing superior customer service. My driving record is clean, and I take great pride in my ability to provide safe and efficient transportation services.

EXPERIENCE

OFFICE DRIVER (MULTI) | HELPERS HOLDINGS PVT

MAY. 2015 - NOV. 2023 /SRI LANKA.

- Ensuring utmost trustworthiness, I handle confidential correspondence and bank cash for the Company.
- Delivering the products of the company to the customers at the right time.
- Inspecting and maintaining the vehicle supplies and equipment, such as Gas, Oil, water, Tire, Lights, and Brake, to ensure that vehicles are in proper working conditions.
- Maintaining records such as vehicle logs, and records of despatch billing statements following regulations.
- Ensuring that the product is delivered accurately and without any damage caused by mishandling.
- Setting accounts with the customers while maintaining good relationships with them.
- DELIVERY DRIVER | Right Away Delivery Services -QATAR**
I was able to get a great experience of transportation on time (pick & Drop) in a very short time through Snoonu & Ansar Gallery Online Delivery in Qatar, where I was able to experience all the routes and areas of Qatar.

EDUCATION

- Following Diploma in Business Management
- Diploma in Human Ressources Management
Sept.2007 – HRDC Institute in Sri Lanka
- Certificats in Entrepreneurs & Small Business Management
Dec.2010 – Open University in Sri Lanka
- Certificates Course in Counseling
Feb. 2012. -NIBM Sri Lanka
- General Certificates of Education (Advance Levels)
Examinations- Sri Lanka. 2004
- General Certificates of Education (Ordiner Levels)
Examinassions- Sri Lanka. 2001

I Certify That all the above details are true according to my knowledge and I certify that I can prove the above details by presenting the relevant documents.

Yours faithfully,

H.B.Chandana Premarathna

02/10/2024