

# Naina Mohammed Mohammed Thareek

# Driver & Messenger cum salesman

Energetic and Dependable Driver with a Solid Record of Safe Transportation of Passengers, offering Great Skills in Delivery Management; to Contribute to Company Mission and Goals

#### **CONTACT DETAILS**

# Email: mohammedthareek@gmail.com

Mobile: +974 3007 0242

WhatsApp No: +974 3007 0242

# **SKILLS**

- Public Speaking
- Negotiation
- Team work
- Research & Strategy
- Emotional Intelligence
- Sales & Marketing
- Computer knowledge in Microsoft Office Packages

#### **LANGUAGES**

English

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Arabic

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Hindi ★★★★★★

Malayalam ★★★★★

Sinhala
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# **JOB OBJECTIVE**

I could be a productive and contributive member of the team or organization to utilize my **12 Years Middle East** work experience in the field of Driving. Seeking a **Driver & Messenger cum Salesman** position with utilizing a decade of sales experience and excellence in customer orientation to ensure recurring business and customer satisfaction.

#### JOB DESCRIPTION

vehicle maintenance / Maintaining an organized travel schedule / mileage records / Assisting other administrative staff / Helping the receptionist.

# **APPLIED DESIRED**

Driver / messenger cum Salesman

# **WORK EXPERIENCE (12 Years)**

#### **Position: Driver**

Doha Cool and Fog (Doha Qatar) 2010 to 2014 Technology Leaders (Saudi Arabia) 2016 to 2017

- Carrying out vehicle maintenance checks.
- Picking up office purchases or other administrative needs.
- Delivering packages to customers in a timely manner.
- Utilizing navigation apps to find the most optimal route.
- Interacting with clients in a professional conduct.
- Working at night and on weekends.
- Maintaining an organized travel schedule.
- Updating monthly mileage records.
- Utilizing navigation apps to find the most optimal route.

#### **Position: Driver**

# Absher Educational Center (Doha Qatar) 2018 to up to now

- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Assisting other administrative staff in wide range of office duties.
   Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office.

# **ACADEMIC RECORD**

 $\Box$  Passed in G.C.E. (Advanced Level) – 2010

# PERSONAL DETAILS

Full Name : Naina Mohammed Mohammed Thareek

Date of Birth : 24th of March 1992

Nationality : Sri Lankan

Passport No. : N8422413

Gender : Male

Marital Status : Married

Religion : Islam

Qatar Dr. License : 29214400218

Visa Status : Resident Permit Visa (QID) with N.O.C

# **Declaration**

I am very much confident that I am capable of contributing more towards the betterment of your reputed organization while gaining valuable experience in my fields of interest. I hereby certify the information furnished above true and accurate to best of my knowledge.

Mohamed Thareek

# State Of Qatar **Residency Permit**



# دولة قطر رخصة إقامة

الرقم الشخصي: ID.No: 29214400218 تاريخ الميلاد: D.O.B: 24/03/1992 الصلاحية: Expiry: 10/08/2025

> الجنسية: سريلانكا

Nationality: SRILANKA

المهنة: سائق Occupation:

محمد طارق نينا محمد

#### Name: MOHAMED THAREEK NAINA MOHAMED

Passport Number: N8422413

Passport Expiry: 31/07/2029 Serial No: 31129214400218

Residency Type: عمل

Employer: ثردز دستركت

مدير عام الإدارة العامة للجوازات General Director of the General Directorate of Passports

توقيع حامل البطاقة Holder's signature





رقم جواز السفر:

تاريخ انتهاءالجواز:

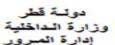
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الرقم المسلسل:

المستقدم:









#### RIVING LICENS

29214400218



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