

KUNTA NAVEEN KUMAR

Driver / Messenger

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Career Objective

Seeking a challenging opportunity in Camp administration where I can apply my skill and experience to optimum use for delivering the desired results and to gain value addition from the job, enabling me to grow along with the organization and become a part of the management.

Professional Experience

- Delivered packages and documents to various locations while maintaining high standards of accuracy and timeliness.
- Managed daily delivery routes to optimize efficiency and minimize delays.
- Provided excellent customer service by addressing inquiries, handling issues, and ensuring satisfaction.
- Conducted routine vehicle maintenance checks to ensure reliable transportation.
- Maintained accurate records of deliveries and reported any discrepancies to the supervisor.

- Performed deliveries of goods and documents in a timely and professional manner.
- Assisted in managing and organizing delivery schedules and routes.
- Ensured the safe handling and transportation of packages.
- Maintained up-to-date knowledge of the area to navigate efficiently and avoid traffic delays.

Skills

- **Route Optimization:** Expertise in planning and adjusting routes for maximum efficiency.

- **Customer Service:** Strong ability to interact with customers in a friendly and professional manner.
- **Time Management:** Proven ability to meet tight deadlines and handle multiple deliveries simultaneously.
- **Navigation:** Proficient in using GPS and traditional maps to find destinations quickly.
- **Vehicle Maintenance:** Basic skills in vehicle upkeep and troubleshooting.
- **Communication:** Clear and effective communication with clients and team members.

WORKING EXPERIENCE

- Working at **Mazzraty (QATAR)** as a Driver May 2022 to July 2024.
- Worked at **QBS** as Driver from May 2021 to Feb 2022.

Certifications

Driving License: Yes | Place of Issue: Qatar (Maunal)

Education

- Intermediate from Ambedkar University, Hyderabad, India.
- Microsoft Office | Windows Operating Systems
- ERP, Microsoft Excel

Personal Details

- Date of Birth: 12th Apr 1988
- Languages Known: English, Hindi, Arabic & Telugu
- Address: H. No: 2-8, Village: Babanagara, Mdl: Bheemgal, Dist: Nizamabad, Telangana, India
Nationality: Indian
- Marital Status: Married
- Passport No: T0610926
- Visa :Transrable / Immediately / NOC