

Messenger cum Driver



**Abdulcareem
Mohamed Rusky**

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Doha, Qatar

SKILLS

- ❖ Good communication skills
- ❖ Ability to learn quickly.
- ❖ A positive attitude
- ❖ Dependable and prompt in work
- ❖ Time management
- ❖ Ability to work under pressure

Education

- ❖ GCE Ordinary Level Examination
- ❖ GCE Advanced Level Examination

License Detail

- ❖ Valid Qatar Light Vehicle Driving License.
- ❖ Valid Sri Lanka Light Vehicle Driving License.

Personal Details

- ❖ Name: AC. Mohamed Rusky
- ❖ Date of Birth :05-05-1999
- ❖ Gender: Male
- ❖ Civil Status : Single
- ❖ Nationality : Sri Lankan
- ❖ QID No: 29914400211
- ❖ VISA Status: Worked visa With NOC

Career Objective

Seeking a suitable position to utilize my skills, abilities and to be take challenged and satisfying career in the field of Messenger cum Driver that offers professional growth while being resourceful, innovative, and flexible, secure an entry level of this filed.

Experience

Messenger cum Driver

Auto Mart Gulf (Car Showroom)- Qatar (2020 April – 2024 May)

- coordinate with the HR, Admin, and other departments regarding deliver and collect documents etc.
- Picking up and delivering various packages, documentation etc. to specified locations as per the delivery instructions.
- Support PRO with administrative tasks.
- Deal with general enquires regarding Messenger functions promptly and efficiently to enhance the level of department service
- Provide service, support, and assistance to new and existing employees on their requirements related to work.
- Support with renew, update, and maintain the trade licenses and other government certificates of all company's legal entities in the to ensure that the documents are up to date.
- Support with renew and maintain all company's leases in the Qatar before its expiry, which includes offices, company apartments.
- Assist departments in resolving any issues related to company vehicle registration and renewals
- Support with obtain visas from other Embassies for staff members for their business travel
- Always maintain confidentiality and security of company and employee documents

Salesman cum Driver

Diyar Alatafal Trading Qatar (Oct 2017 – Nov 2020)

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Perform cost--benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationships
- Reach out to customer leads through cold calling
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed upon sales targets and outcomes within schedule
- Coordinate sales effort with team members and other departments
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Keep abreast of best practices and promotional trends
- Continuously improve through feedback

Declaration

The above information furnished by me is true and correct to the best of my knowledge.

AC Mohamed Rusky