

CONTACT

Phone:
(+974) 7730 0078

Siraj Kollaroth

Company Driver/Messenger

Current Address
Doha, Qatar

Email
Sirajkollaroth.sirajk@gmail.com

Nationality
Indian

Language
English, Hindi & Arabic

EDUCATION

- Passed the Secondary School Leaving Certificate – SSLC (From the Board of Public Examination of Kerala, India)
- 12th Standard /Higher Secondary (From the Board of Public Examination of Kerala, India)

RELEVANT SKILLS

- Strong driving record
- Efficiency and time-management
- Customer service
- Problem-solving
- Detail-oriented
- Basic maintenance knowledge
- Concentration
- Knowledge of safety regulations and traffic laws

WORK EXPERIENCE

Company Diver/Messenger
2014 – Present

Company Name: QDVC GSE&C
(Doha Metro Redline South Underground Project)

- Project Directors personal driver
- Collecting and transport Project Management important documents, delivers all out-going mails and packages and make sure to fulfil administrative needs
- Coordinate Rent a Car services and Drivers.
- Coordinate Company Vehicle Maintenance, Technical Inspection (FAHES)
- Assisting bank transactions, submission and collection
- Transport clients and/or visitor/VIPs to and from destinations
- Arrive at destinations on schedule
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance
- Always interact with clients professionally
- Keep mileage records and repair records up to date
- Undertake daily, vehicle routine maintenance and safety checks on vehicle
- Assist PRO's documentation matters

Company Diver/Messenger
2012 – 2013

Company Name: SIELV Electromechanical
(NDIA International Airport Project)

- Drop on and Drop off office staff at site, driving company bus with 32 seated
- Take the team of workers with their tools & materials to their designed work area in different zones.
- Coordinate with safety officers for safety inspection
- Coordinate with Quality officer for quality checking inspections.
- Helping colleagues (Managers, Engineers, Staff, etc) by sending them safe for outside meetings.

Declaration,

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.

I offered, I promised to take up the job with full sense of responsibility and declaration.

Best regards,
Siraj KollarothDoha Qatar