



ABDUL REHMAN

Messenger Driver

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📍 Doha, Qatar

Objective

Reliable and professional Messenger Driver with experience in delivering packages, documents, and other items. Strong knowledge of local routes, traffic patterns, and safety regulations. Dedicated to ensuring timely deliveries with exceptional customer service and attention to detail.

Work Experience

Messenger Driver

Soft net contracting May / 2024 - Oct / 2024 Doha, Qatar

- Safely and efficiently deliver packages, documents, and parcels to clients within specified timeframes.
- Plan daily routes for optimal efficiency, using GPS and local knowledge.
- Ensure packages are properly secured, loaded, and unloaded.
- Communicate with customers regarding delivery times and handle any issues or delays professionally.
- Perform routine vehicle maintenance checks to ensure safe operation.
- Assist in sorting and preparing deliveries, ensuring that all items are labeled and accounted for.
- Provide excellent customer service, resolving delivery issues as they arise.

Delivery Driver

Talabat delivery Nov/ 2023 - Apr / 2024 Doha, Qatar

- Delivered a wide variety of items to both residential and business addresses, ensuring timely and accurate delivery.
- Coordinated with dispatchers to maintain delivery schedules and optimize routes.
- Managed delivery paperwork, including signatures and receipts, to track packages.
- Worked closely with the customer service team to address any issues with deliveries or returns.
- Maintained clean driving record and followed all traffic laws and safety regulations.

Timekeeper

Hamad Bin Khalifa (HBK) Oct / 2022 - Oct / 2023 Doha, Qatar

- Managed timekeeping activities for employees, including recording hours worked, overtime, and absences.
- Updated and maintained accurate records of employee attendance and leave balances.
- Generated reports on time-related data for management review and analysis.
- Assisted in the implementation of timekeeping software.
- Addressed inquiries from employees regarding timekeeping policies and procedures.
- Collaborated with HR department to ensure compliance with company policies and regulations.

Supervisor

Crecent Bahuman Limited, Pakistan Sep / 2020 - Sep / 2022 Pindi Bhattian, Pakistan

Team Management:

- Supervise and lead a team of workers, ensuring they adhere to company policies and procedures.
- Provide guidance, support, and mentorship to team members to enhance their performance and productivity.
- Conduct regular performance evaluations and provide feedback to employees to help them improve and grow professionally.

Safety Compliance:

- Enforce safety protocols and regulations to create a safe working environment for all employees.
- Conduct regular safety inspections and audits to identify potential hazards and mitigate risks.
- Provide safety training to employees and ensure compliance with safety procedures and guidelines.

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Quality Assurance:

- Implement quality control measures to ensure that products meet the company's standards and specifications.
- Conduct inspections and audits to identify any deviations from quality standards and take corrective actions as necessary.
- Collaborate with quality assurance teams to continuously improve processes and product quality. Team

Management:

- Provide guidance, support, and mentorship to team members to enhance their performance and productivity.
- Conduct regular performance evaluations and provide feedback to employees to help them improve and grow professionally.

Continuous Improvement:

- Identify opportunities for process optimization, cost reduction, and efficiency improvements.
- Implement lean manufacturing principles and best practices to streamline operations and enhance productivity.
- Encourage innovation and creativity among team members to drive continuous improvement initiatives.

Education

F.A

Punjab Group of Colleges May / 2015 - Apr / 2017 Pindi Bhattian

Certifications & Training

Driving License

(Gulf driving school Qatar)

Additional Skills

- Safe and efficient driving
- Local area navigation
- Time management and punctuality
- Excellent customer service
- Route planning and GPS navigation
- Vehicle maintenance and care
- Physical stamina for loading/unloading deliveries
- Knowledge of traffic laws and safety regulations
- Strong communication skills
- Ability to handle sensitive and confidential materials.

