

Muhammed ali jasir

Driver cum office coordinator

Experienced and careful transportation driver with excellent driving and customer service records



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doha, qatar

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WORK EXPERIENCE

Driver cum office coordinator Vater trading and contracting

11/2021 - Present

DOHA , QATAR

Achievements/Tasks

- Drive employees or guest meetings or for other business purposes to various locations as requested
- Deliver or receive documents and packages and perform various administrative tasks as required
- Pickup , drop off employee or guests from and to airport
- Ensure proper maintenance and cleanliness of the vehicle
- Transportation of the employees to the workplace
- Mindful and knowledgeable about all safety standards for large vehicle operation
- High scheduling flexibility ,including evenings, weekends
- Best knowledge about qatar traffic and rules
- Load and unload materials to various installations sites

Company driver limra trading

02/2018 - 10/2021

Calicut, india

Achievements/Tasks

- Transportation of employees to office
- Supplying the company products to the retailers
- Managing the bank transactions of the company
- Making delivery note for the products
- Cash balance collections from retailers
- carry out packing ,crating and warehousing and storage duties
- Providing basic training for the new drivers about the routes

EDUCATION

Bcom with computer application (bachelor degree)

calicut university

03/2015 - 03/2018

calicut , india

Courses

- commerce

Higher secondary calicut university

03/2012 - 03/2015

calicut india

SKILLS

PATIENCE

TIME MANAGEMENT

TEAM MANAGEMENT

CUSTOMER SERVICE

SELF DISCIPLINE

PROBLEM SOLVING

COST CONTROL

RISK MANAGEMENT

LANGUAGES

Englsih

Full Professional Proficiency

hindi

Full Professional Proficiency

malayalam

Native or Bilingual Proficiency

tamil

Professional Working Proficiency

Arabic

Professional Working Proficiency