



MD. SAJAD HUSEN

Location: Doha, Qatar, **Contact:** +974 50456985

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QATAR ID / LICENSE DETAILS

ID No: 29852400168
DOB: 28/01/1998
Expiry Date: 30/05/25

PROFESSIONAL SUMMARY

License No: 29852400168
Expiry Date: 30/04/2029

Efficient Messenger with 2 years of experience in completing deliveries and pickups on schedule.

SKILLS

- Time Management
 - Customer Service
 - Safe Driving Practices
 - Punctual and Reliable
 - Patience and understanding
 - Traffic laws knowledge
 - Vehicle Inspection & Maintenance
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DRIVER / MESSENGER (Dec 2022 – Present) FJ TRADING & ENGINEERING CO. WLL

- Pick and drop office staff following all relevant traffic laws and safety regulations.
 - Collecting, scanning and copying assigned documents from the staff.
 - Delivering material submittals, warranty certificates, invoices and delivery notes to site.
 - Cheque deposit and collection.
 - Deliver goods and products to customer on time and in excellent condition.
 - Cleaned and maintained vehicle and assessed vehicle for damage after each shift.
 - Maintained professional and friendly environment during pick and drop and deliveries to uphold company reputation.
 - Improved customer satisfaction by maintaining punctuality and adhering to strict delivery schedules.
 - Followed proper safety procedures and protocols while loading, unloading and operating vehicles.
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WORK EXPERIENCE

OFFICE ASSISTANT/OFFICE BOY (Jun 2016 – Dec 2022)
DARWISH TRADING COMPANY

- Handling incoming calls and other communications
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases.
- Receiving and checking delivered materials
- Assisting driver for delivery of materials
- Serving Coffee/Tea
- Sending documents to main office
- Office Cleaning

Office Automation

MS Excel, MS Word, MS Outlook, MS Access, Internet & Email

EDUCATION

SLS – Science Education

Shree Chandr Bode Barsian Saptari (Nepal)

Achieved 75% scores

LANGUAGES

Nepali, English, Hindi

RELIGION

Islam

SEX

Male

MARITAL STATUS

Married

**INTEREST /
HOBBIES**

- Reading Newspaper
- Watching News
- Browsing web pages and emails
- Cricket, Volleyball, Football