



HANEEFA ADAKOOOTH

Driver

- +974 66252011
- adakoothhaneefa@gmail.com
- Doha- Qatar
- QID: Valid QID
- License: Valid Qatar Driving License

EDUCATION

SSLC passed
Education board of Kerala

LANGUAGE

- Arabic
- English
- Hindi
- Tamil
- Malayalam

CORE QUALIFICATIONS

- Road regulations knowledge
- GPS and route planning
- Clean driving record
- Safety regulations
- Customer service
- Time management
- Organization

ABOUT ME

Focused, organized driver with a great safety record and 20 years of experience driving for established companies. Deeply familiar with all applicable state and federal safety guidelines, including regulations concerning hazardous freight and bulk liquids. Excellent driver who plans trips for maximum efficiency. Gre at communication skills, with a friendly and professional at all times

EXPERIENCE

DRIVER

[August 2023- Present]

Hawamir real estate and Contracting Company, Doha-Qatar

Responsibilities

- Safely transported goods/passengers to designated locations.
- Conducted pre-trip and post-trip inspections of vehicles.
- Maintained accurate records of deliveries and vehicle logs.
- Assisted with loading and unloading of goods as required.
- Delivered parcels and packages promptly across assigned routes.
- Resolved customer queries regarding shipments.
- Ensured compliance with safety and traffic regulations.
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.
- Providing accurate time records of the company vehicle's coming and goings. Reporting any accidents, injuries, and vehicle damage to management.
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DRIVER

[August 2021- January 2023]

Dime Maintenance and Contracting Company, Doha-Qatar

Responsibilities

- Assisting with the loading and offloading of staff luggage, products, and materials.
- Adjusting travel routes to avoid traffic congestion or road construction. Ensuring that the company vehicle is always parked in areas that permit parking to avoid towing.
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.
- Providing accurate time records of the company vehicle's coming and goings. Reporting any accidents, injuries, and vehicle damage to management.
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SKILL

- Expertise in vehicle maintenance and safety inspections
- Excellent knowledge of local routes and traffic laws
- Strong time management and punctuality
- Customer service and communication skills
- Basic mechanical troubleshooting
- Proficient in local and regional route navigation
- Strong understanding of traffic laws and safety standards
- Routine vehicle maintenance and inspection
- Excellent time management and punctuality
- Professional communication and customer interaction

DRIVER/ VALET

[June 2017- December 2020]

Al Masoud Auto Mobiles -Mussaffa -Abudahabi UAE

Responsibilities

- Welcome guests and visitors with appropriate greetings of the day.
- Assist customer/client with opening/closing vehicle doors.
- Communicate parking procedures to Customers/visitors.
- Customer/Client vehicle keys with date &time, registration number, make/model, or contact number of the guest.
- Provide the correct counter token or receipt of valet parking to the customer/Clients.
- Able to effectively park and retrieve Customers' cars without causing damage to the vehicle Ensure
- vehicles are legally parked and maintain a smooth and efficient flow of traffic.

CAMP BOSS

[2008 June-2009 October]

Kuwait

- Plans menus, prepares food supply orders, and stores food
- Makes arrangements for the disposal of garbage
- Assumes responsibility for maintaining standard first aid supplies
- Assumes responsibility for collecting camp fees

DRIVER

[March 2002-June 2006]

Saudi Family Saudi Arabia

Responsibilities

- Transport clients and/or packages to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Interact with clients professionally at all times
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date

DECLARATION

I hereby, declare that the information furnished above is true to the best of my knowledge and belief.

HANEEFA ADAKOOTH