

NOUFAL NALAKATH



Contact Mobile

+974 30373812

Email

noufalnalakath76@gmail.com

Visa status: Work Visa

Transferable

Driving License: Holding a valid Qatar Driving License.

Languages: English, Malayalam, Hindi.

OPERATING SYSTEM

Windows7, XP, 10

SOFTWARE

ACCOUNT+ ERP

MS OFFICE TOOLS

Excel, Outlook, Power Point, Word.

Others:

Datta Entry

DRIVER / MESSENGER.

Seeking a position of **Driver/Messenger** with 9 years of experience in an organization where I will get an opportunity to utilize all my skills and knowledge of the field to benefit the company.

Work History

Company: Intend Trading & Contracting - Doha, Qatar.

Job Title: Driver cum Messenger

From Sep 2021-Aug 2024.

- Safely and efficiently transporting staff and office equipment to and from various destinations.
- Planning optimal routes to ensure timely deliveries and pickups while minimizing travel time and expenses.
- Collecting and delivering important Documents, packages, and correspondence as per Office requirements.
- Maintaining accurate records of trips, fuel Consumption and vehicle maintenance to facilitate efficient reporting.
- communicating with the office to provide updates on deliveries, schedule changes and any other relevant information

Company: Thoughts Hospitality-Doha, Qatar.

Job Title: Driver /Messenger

From Sep 2017-Aug 2021.

- Driving clients daily to their desired destinations
- Maintaining the vehicle safe and clean
- Using navigation apps to determine the best route
- Assist clients with loading and unloading their luggage
- Listen to traffic and weather reports to stay up-to-date on road conditions
- Adjust the route to avoid heavy traffic or road constructions, as needed
- Answer clients' questions about the area and local places of interest
- Ensure the car seats are clean and comfortable for all riders

KEY STRENGTHS

Safe Driving
Time Management
Problem-Solving
Microsoft Office
Data Entry
Shipping coordination.
Warehouse organization.

- **Company: Egis International -Doha, Qatar.**
- **Job Title: Driver & Messenger**
- *From May 2014 -May 2017*
- Deliver messages, packages, and other items to various locations.
- Maintain accurate records of deliveries.
- Communicate with clients and customers in a professional and courteous manner.

EDUCATIONAL BACKGROUND

Higher Secondary School

From MASMVHS, Pavaratty under University of Calicut, Kerala India.

Other: STCW 95 From Eurotech, Cochin

CERTIFICATIONS/LICENSE

Qatar Driving License.

STCW 95(Standards of Training, Certification, and Watchkeeping for Seafarers)

DECLARATION

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

Place: Doha

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