



Muhammad Saif

Contact

Date of Birth: 04/04/2000

Marital Status: Single

Nationality: Indian

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Languages

Hindi

English

Urdu

Bhojpuri

Skill

- 1. Strong knowledge of safe driving practices and vehicle maintenance.
- 2. Proficient in



Objective

Motivated and dependable professional with diverse experience in driving, site supervision, logistics management, and handling financial transactions. Proven ability to manage multiple responsibilities, maintain efficiency, and deliver results in both business and personal settings. Looking to bring strong organizational, driving, and leadership skills to a dynamic team.



Education

> **Kashishwar Inter College** 2016

High School

75%

> **Desh Bharti Public School** 2018

Inter Mediate

70%



Experience

> **Al Bidda Switchgear** 08/06/2021 - 31/08/2023

Driver (Chargent)

- 1. Safely delivered goods and materials to job sites, ensuring timely completion of projects.
- 2. Managed site operations, including arranging materials and ensuring compliance with safety permits.
- 3. Handled bank transactions, including cash deposits, withdrawals, and submission of checks and invoices.
- 4. Coordinated purchasing of supplies for the company, maintaining cost-efficiency.
- 5. Supervised and directed site teams, ensuring adherence to safety standards and work schedules.
- 6. Delivered invoices and checks to clients, maintaining accurate records of all transactions.
- 7. Ensured all materials required for site operations were on hand and delivered on time.
- 8. Managed the documentation of safety permits and compliance with regulatory requirements.
- 9. Maintained clear communication between site staff, management, and suppliers.
- 10. Proactively resolved logistical and operational issues to avoid project delays.

> **Tadmur Roofs and Pools** 24/06/2019 - 07/06/2021

Driver (Chargent)

- 1.Safely operated company vehicles, ensuring timely delivery of materials to job sites.
- 2.Supervised on-site teams to ensure projects met quality and safety standards.
- 3.Coordinated daily schedules for drivers and delivery routes to optimize efficiency.
- 4.Managed inventory of materials and equipment to support uninterrupted project work.
- 5.Assisted in training new drivers on safety protocols and route management.
- 6.Monitored project timelines and addressed delays to maintain project deadlines.
- 7.Ensured vehicle maintenance and compliance with company and regulatory standards.
- 8.Acted as a liaison between site teams and management for project updates.
- 9.Resolved on-site issues swiftly to minimize disruptions in project workflow.
- 10. Fostered a safe, productive work environment through proactive supervision.

managing schedules, deliveries, and logistics for both personal and professional settings. 3. Skilled in financial transactions, including cash handling, deposits, and invoicing. 4. Effective site management and coordination, ensuring timely material delivery and compliance with safety standards. 5. Excellent time management and organizational skills, capable of managing multiple tasks efficiently.

Interests

- Suffering Internet
- Playing Cricket
- Written Poetry

Achievement & Awards

> **Qatari Family** 22/02/2024 - 30/11/2024

House Driver

1. Safely transported family members to appointments, meetings, and events in a timely manner. 2. Managed the vehicle’s maintenance, ensuring regular servicing and cleanliness. 3. Coordinated and executed daily driving schedules, optimizing routes for efficiency. 4. Delivered and collected important documents, packages, and mail. 5. Assisted with errands, such as grocery shopping and picking up household supplies. 6. Ensured the vehicle complied with all road safety regulations and had necessary documentation. 7. Managed fuel consumption and kept accurate records of vehicle expenses. 8. Provided safe and comfortable transportation during family trips and personal outings. 9. Maintained confidentiality and discretion while handling sensitive information or documents. 10. Developed a strong understanding of traffic patterns, ensuring timely arrivals and departures.

> **U.K.Homoeo Formulation** 01/04/2017 - 31/10/2018

Sales Representative

1. Represented U.K.Homoeo Formulation in India as a Sales Man for one year. 2. Executed strategic sales initiatives to promote and sell homoeopathic products. 3. Cultivated and maintained strong relationships with healthcare professionals to drive product awareness. 4. Conducted product presentations and training sessions for medical practitioners. 5. Successfully achieved sales targets through effective communication and persuasive selling techniques. 6. Kept abreast of industry trends and competitor activities to adapt sales strategies accordingly. 7. Collaborated with the marketing team to develop and implement promotional campaigns. 8. Provided valuable feedback from the field to contribute to product improvement and development. 9. Managed and maintained detailed records of client interactions and sales activities. 10. Demonstrated a deep understanding of homoeopathic formulations and their applications, fostering credibility among healthcare professionals.



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