






MOHAMMAD RASHID

 Doha, Qatar

 +974 50403195

 s.al.rashid90@gmail.com

 Indian

 Qatar Driving license Holder

PROFESSIONAL SUMMARY

Dedicated [Job Title] highly effective in undertaking administrative and programme management tasks. Manages complex data with excellent organisation. Motivated to achieve outstanding success through prompt communication and helpful approach. Experienced driver with focus on providing safe and comfortable transportation services. Capable of ensuring timely arrivals and maintaining vehicle upkeep through strong navigational skills and attention to detail. Committed to delivering exceptional customer service and adapting to varied driving conditions.

Hardworking employee enthusiastic about learning [Type] field inside and out. Pursues opportunities to learn new skills and contribute to group success. Offers strong administrative, relationship-building and problem-solving abilities.

SKILLS

- Professional communication
- Knowledge of road laws
- Traffic awareness
- Vehicle and passenger security
- Logistical coordination
- Vehicle defect reporting
- Multitasking

WORK HISTORY

PROFESSIONAL CAR DRIVER, 12/2015 - Current
Hospitality spurts services company, Doha, Qatar

- Ensured safe delivery of passengers by following all traffic laws.
- Maintained professional demeanour for positive passenger interactions.
- Performed routine vehicle checks to ensure safety and reliability.
- Kept vehicle clean at all times for a pleasant passenger experience.
- Followed safe driving practices for safety of fellow travellers and passengers.
- Applied personal road knowledge and GPS application to set shortest routes.
- Maintained professional appearance and excellent hygiene levels to uphold company reputation.
- Managed difficult situations calmly, maintaining a peaceful environment in the car.

EDUCATION

UP. Bord of Madarsa Education. Lucknow, Jaunpur, India, 04/2008
High school

LANGUAGES

English	B1	Arabic	B1
Intermediate		Intermediate	
Hindi	B2	Urdu	B2
Upper intermediate		Upper intermediate	

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****Subject: cover letter:Application for Professional Driver Position****

Dear [Recipient's Name],

(As-salamu alaykum wa rahmatullahi wa barakatuh)

I am writing to express my keen interest in the Professional Driver position advertised . My name is Mohammad Rashid, and I possess a comprehensive understanding of safe driving practices and thorough knowledge of local roads and traffic regulations.

Throughout my driving experience, I have consistently demonstrated a commitment to safety and efficiency. My skills include [mention specific skills like defensive driving, knowledge of specific vehicle types, experience with loading/unloading, etc. ✖ tailor this to the job description if possible]. I am confident in my ability to navigate various routes effectively and adhere to all applicable traffic laws, ensuring the timely and safe delivery of goods or passengers.

My understanding of local roads and traffic rules allows me to optimize routes, avoid congestion, and maintain a punctual schedule. I am a responsible and reliable individual, dedicated to providing high-quality service.

I am eager to contribute my skills and experience to [Company Name] and believe my safe driving record and local area expertise make me a strong candidate for this position. My resume, attached for your review, provides further detail on my qualifications.

Thank you for your time and consideration. I look forward to hearing from you soon.

Respectfully,

Mohammad Rashid