

# Godson Cofie

Chauffeur & Automotive Trainer

## CONTACT

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Doha, Qatar

## SKILLS

- Automotive operations knowledge
  - Customer Service excellence
    - Excellent GPS User skills
    - Vehicle maintenance skills
  - Flexibility on all light vehicles
    - Problem-Solving abilities
    - Attention to detail & work effectively under pressure
  - Safety & Security conscious
  - Multi-tasking & Commitment

## EDUCATION

BA Geography with Pol. Science  
Diploma in Customer Service

## CERTIFICATIONS

IOSH-Managing Safely  
NEBOSH-IGC (Pursing)  
BASIC FIRE FIGHTING  
BASIC FIRST AID

## LICENCES

Qatar Driving License (Manual)

## LANGUAGES

ENGLISH – F1

ARABIC – A1

FRENCH – A2

## PROFILE

I hold BA in Geography & Political with over a decade of practical working experience & knowledge in Automotive Business, Customer Service, Supply Chain Logistics and Health & Safety Management. This has made me come into direct contact with a diversity of people across the world. I thrive in a team-oriented environment and I am passionate to serve even as I lead. Exceeding customer satisfaction is a career goal and I am eager to explore every opportunity I am presented anywhere across the world.

## AUTOMOTIVE EXPERIENCES

**DRIVING INSTRUCTOR**, AL KHEBRA DRIVING ACADEMY,  
QATAR (Oct 2022 – Nov 2024)

- Provided 70% practical driving training skills, 20% car knowledge and 10% lessons orientation to help students know how to drive a car & its function.

- Achieved an average weighted passing rate of 60% year on year

- Developed requisite soft skills to train language-barrier students.

**COURIER & LOGISTICS SUPPORT**, GREENVINE COMPANY LTD,  
GHANA (Jan 2019 – Sept 2022)

- Gave cost-effective delivery solutions to stream-line operations by 25%
- Ensured client maintenance through excellent customer service by 80%
- Coordinated cargo/ports delivery documentation for Airlines & Vessels
- Assisted operations head in day-to-day delivery & courier operations
- Supervised the right use of vehicles/equipment to cut accidents by 60%
- Managed vehicle parts (Spares) & made requisition when needed
- Analyzed delivery orders to reduce loss of valuable goods/documents cost by 40% (Warehousing)

## INTEREST

Travelling and sight seeing

Meeting new people and building  
relationships

## REFERENCES

### Mr. Willy Tabag

Operations Supervisor  
Al Khebra Driving Academy  
+974 70515496

### Mr. Joe deGraft-Yeboah

CEO and Managing Partner  
Greenvine Company Limited  
+233 241356060

### Mr. Benjamin Adisi

Executive Director  
ACL Ghana Motors  
+233 552820488

### BRANCH CHAUFFEUR & OFFICE ASSISTANT, AIRTEL GHANA LTD (June 2016 – Dec 2018)

- Safely transported 15 colleagues daily to and from office location
- Timely delivered devices/valuable documents of our top-level clients with professionalism and superior customer service
- Assisted colleagues to operate/solve office equipment faults/challenges
- Resolved almost 50% of vehicle faults & maintenance issues/requests
- Ran official errands for branch manager & colleagues in the office
- Submitted vehicles usage reports to my supervisor & Transport manager

### ADMIN ASSISTANT – OPERATIONS, ACL MOTORS LIMITED, GHANA (June 2010 – May 2015)

- Assisted in the day-to-day operations of the business.
- Managed 75% of the company's portfolio such as Leasing contracts, Purchasing, Shipping, Invoices, Inventory and Record keeping
- Prepared vehicles for delivery and recorded sales at showrooms
- Managed and organized vehicle documents (Registration, Insurance, Transfer of Ownership, Tracking & Map locations)
- Efficiently compiled files and reviewed financial reports to reduce administrative cost by 40%
- Handled incoming calls and responded to 85% of all official emails
- Served as a liaison between client and servicing team
- Made travel arrangements for management and staff
- Resolve 90% of customer complaints via face-to-face, phone, emails or social media