



ABDUL LATHEEF

Driver



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Umguwalina ,Near National
Museum Metro, Doha, Qatar

PERSONAL STATEMENT

Efficient driver with 13 years' experience safely transporting people and goods. Expert in planning delivery routes and schedules, interpreting maps, and analyzing traffic trends to determine the fastest routes. Ready to leverage soft skills like emotional intelligence and hard skills in implementing innovative delivery systems

LANGUAGES KNOWN

- English
- Arabic
- Hindi
- Tamil
- Malayalam

EDUCATION

BHARDIDASAN UNIVERSITY

Bachelor of Commerce (B.com), First class .
1999 - 2001

WORK EXPERIENCE

MAWAQIF QATAR

,Doha , Qatar

2023 - Present

- Provided exceptional valet services in a busy urban environment, ensuring prompt and courteous vehicle handling for residents and visitors.
- Demonstrated excellent customer service skills by assisting guests with parking, luggage, and inquiries, contributing to a positive guest experience.
- Managed multiple vehicle requests efficiently during peak hours, maintaining safety and organization in high-traffic areas.
- Developed strong familiarity with local traffic regulations and parking protocols to ensure compliance and enhance operational efficiency.
- Collaborated with team members to streamline operations, resulting in improved service delivery and customer satisfaction.

KEYS KILLS

- Expert organisational skills
- Route optimisation
- Delivery, collections, and returns
- Safety regulations
- Vehicle maintenance
- Word, Excel, PowerPoint and Access.

NEW GLOBE TRADING CONTRACTING & SERVICES WLL

,Doha , Qatar

2019 - 2023

- Regularly verified consignment against delivery papers and completed all documentation required for successful pickup and delivery of products
- Supervised and monitored loading and unloading of consignment into and from delivery trucks while adhering strictly to all company safety protocols and regulations
- Improved customer retention by 60% by delivering packages in good condition and providing round-the-clock support with returns and replacements
- Introduced the company to a unique delivery and stock management system to help them effectively and efficiently crosscheck generated invoices against dispatches made, increasing productivity by 55% annually
- By monitoring the performance of the vehicle and requesting inspections before major breakdowns occurred

ALWEFAG TRADING COMPANY

JEDDAH , SAUDI ARABIA

2012 - 2018

- Driving a van and selling products to customers.
- Delivering purchase orders and informing existing customers of new products.
- Increasing sales by promoting products and analyzing competitor behavior.
- Signing sales contract ,taking purchase orders and collecting payments
- Accounting for the safe and timeouts delivery of purchased products
- Maintaining sales and delivery record, as well as meeting sales targets.
- Liaising with other departments to ensure optimal customer services.
- Preventing damage to the delivery van and the company products being transported.
- Ensuring the cleanliness of the interior and the exterior of the Van.

AI GURAIR GROUP OF COMPANIES

UAE

2008 - 2010

- Monitoring sales and identifying any losses or stock wastage.
- Working with suppliers and distributors to negotiate prices and order large volumes
- Collaborate with executives,marketers and sales people to set prices that are good for the market and profit
- Getting to know the customer base and understanding their motivation and sale drivers
- Reviewing customer feedback to predict sales trends and seasonal stock demand.
- Briefing staff on stock display and rotation to ensure every space is optimized.
- Researching and monitoring industry trends and customer behavior to anticipate demand and changes in buying patterns.

- Responsible for the effective day to day management.
- Monthly achieving the target.
- Working in coordination with colleagues and company administration.

Emirates National Oil Company (ENOC)

UAE

2003 - 2008

- Responsible for the effective day to day management
- Taking over the responsibility of merchandising in FIFO
- Responsible for checking out of the expiry date.
- Ordering stock and receiving stock.
- Pricing the products with the respective PLU'S
- Arranging the products in the stock rooms in FIFO
- Assisting the customers with the standard customer service.
- Providing outstanding level of customer service by interacting with the customers and ensuring their satisfaction with the level of service provided.
- Convincing customers of all Running Promotion Products
- Handling customers' complaints without arguing customers.

SIVA SAKTHI SUPER MARKE

TAMIL NADU ,INDIA

2002 - 2003

- Operations by entering Command.
- Solving client problems & maintain supplies Inventory
- Verifying receipt of supplies
- Keeping Information Confidential.
- Generated reports & Contributes team effort

QATAR DRIVING LICENSE DETAILS

- License No: **28235667379**
- First Issue Date: **2021-02-04**
- Validity: **2026-02-03**