

# MOHAMMED RIZWAN HANEEF

## Driver

A dedicated driver with over **ten years** of experience, specializing in the safe and timely transportation of passengers, goods, and vehicles while ensuring full compliance with traffic laws and company policies. Proficient in vehicle maintenance, route planning, trip documentation, and delivering exceptional customer service to support seamless and efficient operations.



---

**Phone: +97431179406 | Email: rizwanachada144@gmail.com | Doha, Qatar.**

---

## Experiences:

---

### Elite Motors

**Doha, Qatar**

**Driver**

**05/2022-Present**

#### Currently Working in Ministry of Transport

- ✚ Safely drive and transport vehicles to and from designated locations, including other dealerships, repair centers, and customer homes.
- ✚ Conduct pre- and post-trip inspections of vehicles to ensure they are in proper working condition.
- ✚ Maintain vehicle cleanliness inside and out, ensuring a presentable condition for customers.
- ✚ Fuel vehicles as required and report any maintenance needs or damages.
- ✚ Provide excellent customer service and answer basic questions about the vehicle if necessary.
- ✚ Assist in organizing and maintaining the vehicle inventory on the showroom floor and lot.
- ✚ Park and arrange vehicles according to showroom requirements or dealership policies.
- ✚ Maintain accurate records of vehicle deliveries, mileage, and fuel receipts.
- ✚ Support the dealership team during events, promotions, or peak operational periods.
- ✚ Others Other tasks as assigned.

### Driver

**Doha, Qatar**

**Personal Driver**

**04/2018- 05/2022**

### Driver

**Dammam, Saudi Arabia**

**Personal Driver**

**02/2014- 12/2017**



## **Education:**

- ✚ **MISFE** (Diploma in Fire& Safety Engineering Mangalore Institute).
- ✚ **PUC** Dandathirtha Pre-University College Karnataka Board.
- ✚ **SSLC** Karnataka Secondary Education Examination Board

## **Certifications:**

- ✚ **NEBOSH** international General Certificate in Occupation Health and Safety.

## **Skills sets:**

- ✚ Knowledge in Ms-office.
- ✚ Microsoft Excel.
- ✚ Well versed with the usage of Internet.

## **Personal details:**

- ✚ Nationality: **Indian**.
- ✚ Languages: English, Hindi, Kannada, Arabic, Tamil, Malayalam.
- ✚ Visa Status: QID with NOC.
- ✚ Passport No: V9544138