



# SHAN BASHEER

## PROFESSIONAL PROFILE

Highly dedicated and resourceful professional with 15 years of experience in sales and driving roles. Adept at managing sales and distribution, building strong customer relationships, and ensuring timely deliveries. Possesses excellent communication skills, customer-focused approach, and proven track record of achieving sales targets while maintaining safe and efficient operation of delivery vehicles. Skilled in coordinating with teams for optimal delivery routes and managing vehicle maintenance to ensure safety and reliability. Proficient in handling various logistical tasks while consistently delivering top-quality customer service.

🏠 Alappuzha, Kerala, India

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## EDUCATION

### HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

### SSLC

- Board of Public Examination, Kerala, India

## COMPUTER PROFICIENCY

- MS Office
- Basic Operation
- Internet & E- Mail

## SKILLS

- Leadership
- Creativity
- Problem-Solving
- Time Management
- Adaptability
- Teamwork
- Conflict Resolution
- Attention to Detail
- Positive Attitude
- Emotional Intelligence
- Decision Making

## WORK EXPERIENCE

### DRIVER

2018 to 2024

MMT TRAVEL AND TOURISM KERALA, INDIA

#### Key Responsibilities

- Maintained the vehicle by keeping it clean and conducting regular checks to ensure it was in good condition.
- Assisted passengers with loading and unloading luggage, ensuring their comfort and safety during the journey.
- Provided excellent customer service by addressing travel-related queries and maintaining a friendly, professional attitude.
- Adhered to traffic regulations and company policies to ensure safety during transportation.
- Managed routes and schedules, adjusting travel plans when necessary due to weather, road conditions, or traffic.
- Responded quickly and efficiently to emergency situations, such as breakdowns or accidents, ensuring minimal disruption.
- Kept accurate records of travel logs, fuel usage, and other vehicle-related documentation.
- Collaborated with tour guides and travel coordinators to ensure a smooth travel experience for tourists.
- Adapted to the needs of different passengers, offering assistance with special requests, such as helping elderly or disabled travelers.

### SALES MAN COME DRIVER

7 YEARS

TRAVELOGUE TOUR'S AND TRAVALS DOHA QATAR

#### Key Responsibilities

- Managed the sales and distribution of food products to a variety of clients, ensuring timely delivery and customer satisfaction.
- Built and maintained strong relationships with existing clients, promoting products to meet their needs and increase sales.
- Identified new business opportunities, approached potential clients, and expanded the company's customer base.

## AREAS OF EXPERTISE

- Sales & Customer Relationship Management
- Logistics & Route Planning
- Product Knowledge & Promotion
- Driver Safety & Maintenance
- Inventory Management
- Client Acquisition & Retention
- Vehicle Maintenance & Inspection

## DRIVING LICENSE DETAILS

- Holder of Valid **Indian** Driving License
- Holder of Valid **QATAR** Driving License
- Holder of Valid **Saudi Arabia** Driving License

## LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil
- Arabic

- Delivered products directly to customers, ensuring safe handling, timely delivery, and proper documentation of shipments.
- Assisted in inventory tracking and product stocking, ensuring all items were available for sale and delivery.
- Prepared and submitted regular sales reports, highlighting achievements, customer feedback, and potential areas for growth.

### DRIVER

2 YEARS

FALCON PACK FOOD COMPANY SAUDI ARABIA

### Key Responsibilities

- Safely transported goods, clients, or team members to various destinations, ensuring timely arrivals.
- Conducted pre-trip vehicle inspections to ensure all safety standards and vehicle conditions were met.
- Scheduled and performed routine maintenance and repairs to keep the vehicle in excellent working condition.
- Loaded and unloaded goods with care to prevent damage during transport.
- Maintained accurate records of daily routes, deliveries, fuel usage, and vehicle maintenance.
- Coordinated with the logistics team to ensure efficient routes and timely deliveries.

## PERSONAL STRENGTH

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SELF-DISCIPLINE** - Consistently adhering to schedules, guidelines, and organizational standards while taking responsibility for individual work.
- **STRESS MANAGEMENT** - Ability to manage high-pressure situations, maintain composure, and stay productive in challenging environments.
- **CRITICAL THINKING** - Analysing and evaluating information logically to make reasoned judgments and solve complex problems.

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SHAN BASHEER