

SHIHAS P. S

Driver - helper



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Professional Experience

Light Vehicle Driver, *Eleco China eleventh chemical construction*

2023 – present
Raslaffan, Doha

- Safely transport construction materials, equipment, and personnel to and from job sites, ensuring compliance with safety and operational guidelines.
- Conduct routine vehicle inspections and perform basic maintenance to ensure vehicle safety and functionality.
- Adhere to all safety regulations and protocols specific to construction and refinery environments.
- Coordinate with site managers and other team members to schedule deliveries and pickups in alignment with project timelines.
- Maintain accurate records of mileage, fuel usage, and vehicle maintenance.

Sales executive, *Hotel membership concept*

2022 – 2023
Doha, Qatar

- Identify and pursue new business opportunities, including prospecting, cold calling, and client meetings
- Prepare and present sales reports, forecasts, and payment collections summaries to management
- Handle administrative tasks such as maintaining customer records, processing transactions, and updating.

Messenger, *Dream5 wll*

2016 – 2019
Doha, Qatar

- Working as part time job as a messenger
- Deliver documents and packages to various locations within established timeframes while maintaining accuracy
- Collection of cheque and payment from client
- checks on delivery vehicle to ensure safety and reliability.
- Assist with administrative tasks as needed, including updating tracking information and coordinating with other team members.

School Bus driver, *Mowsalath karwa*

2016 – 2019
Doha, Qatar

- Transport students to and from school and related activities safely, adhering to all traffic laws and school regulations.
- Conduct pre-trip and post-trip vehicle inspections to ensure bus safety and readiness.
- Maintain accurate records of daily routes, mileage, and any incidents or issues.

Education

Higher Secondary school, *National Institute of Open school*

2010 – 2011
Mala, India

Skills

- Driving Safety Compliance
- Payment Collections
- Records Management
- Route Planning
- Customer Relationship Management
- Incident Reporting
- Basic Vehicle Maintenance
- Cheque Collection
- Vehicle Inspection
- Package Delivery
- Project Timeline Scheduling
- Defense driving