

JASEEM PALAKKAL

Doha, Qatar

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CAREER OBJECTIVE

To secure a position as a **Messenger cum Driver** where my organizational, communication, and time-management skills can contribute to the efficient operations of the organization.

PROFESSIONAL EXPERIENCE

Oasis Fresh Supermarket - Doha, Qatar

Position: Messenger cum Driver

Duration: 5-12-2022 to Present

- Deliver and collect documents, invoices, and parcels securely and on time.
- Transport goods and supplies to designated locations safely and efficiently.
- Assist in loading and unloading goods, ensuring proper care and handling.
- Run errands such as banking, utility payments, and purchasing supplies.
- Collect cash or cheque from customers or partners and handle deposits.
- Inspect and maintain the vehicle regularly to ensure it is in excellent condition.
- Arrange for vehicle servicing and report any maintenance issues promptly.
- Follow all traffic regulations and safety guidelines during driving.
- Communicate professionally with staff, vendors, and customers.
- Provide status updates on deliveries and assigned tasks.
- Maintain accurate logs of trips, deliveries, and fuel expenses.
- Keep records of collected or delivered items for future reference.
- Familiarity with local routes and regulations for delivering items securely and on time.

Qualifications and Skills:

- Valid Qatar driving license.
- Familiarity with Doha's routes and locations.
- Strong time-management and organizational skills.
- Basic communication skills in English
- Professional, reliable, and customer-oriented attitude..

Oasis Engineering Co W.L.L - Doha, Qatar

Position: Asst. Accountant

Duration: 1-12-2017 to 3 - 12 - 2022

- Experience in handling documentation and coordinating bank transactions.
- Delivered important documents to clients and vendors promptly.
- Ensured timely processing of invoices, receipts, and payment follow-ups.
- Managed correspondence and communication with various stakeholders.
- Familiarity with local routes and regulations for delivering items securely and on time.

Hero Gents Beauty - Doha, Qatar

Position: Cashier

Duration: 26-05-2012 to 31-07-2016

- Managed daily cash transactions with accuracy.
- Provided excellent customer service during billing and payment processes.
- Ensured proper maintenance of records and receipts for reconciliation.
- Assisted in coordinating deliveries and logistics for supplies.

KEY SKILLS

- Efficient handling and delivery of documents and packages.
 - Record-keeping and maintaining detailed logs of deliveries and pickups.
 - Ability to work under pressure to meet time-sensitive deadlines.
 - Effective communication and interpersonal skills.
 - Strong familiarity with Doha roads and transportation regulations.
 - Trustworthy and detail-oriented approach to handling confidential documents.
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EDUCATIONAL QUALIFICATION

- **Bachelor of Commerce (B. Com)**
Calicut University - Kerala, India
 - **Higher Secondary Examination**
Markaz Higher Secondary School – Kerala, India
 - **S.S.L.C (Board of Public Examination)**
Markaz Higher Secondary School – Kerala, India
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TECHNICAL SKILLS

- MS Word, MS Excel, and PowerPoint for maintaining logs and records.
 - **Tally ERP 9, Peachtree**
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PERSONAL PROFILE

- **Date of Birth** : 4/03/1987
 - **Nationality** : Indian
 - **Marital Status** : Married
 - **Driving License** : Valid Qatar Driving License
 - **Language** : English, Hindi & Arabic
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DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge and belief.