

SHINTO MATHEW

Mobile No: +97450160139

E-Mail: shintomathew92@gmail.com

Doha, Qatar.

Visa status: Transferable visa



CAREER SUMMARY

Light Vehicle Driver experienced in Logistic Department seeking for a suitable role where my skills and knowledge would match the requirements of the organization and give me a scope to work both for the betterment of organization and myself.

EDUCATIONAL DETAILS

- **Bachelor of Commerce** from Mahatma Gandhi University, Kottayam, Kerala(2009-2012)
- **Higher Secondary in Commerce Group** from St; Mary's HSS Kaaliyar, Kerala HSE Board (2007-2009)
- **Secondary school** from Govt. HSS West Kodikulam, Idukki, Kerala HSE Board (2007)

CERTIFICATIONS

- Certification in **Tally ERP**

EXPERIENCE SUMMARY - 8 YEARS

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|-------------------------|--|
| 1. Company Name: | Thousands Limousines |
| Designation: | Light Vehicle Driver |
| Duration: | March 2020 to Present |
| 2. Company Name: | Bright way Trading and Transporting |
| Designation: | Light Vehicle Driver in Logistic Department |
| Duration: | November 2018 to March 2020 |
| 3. Company Name: | Al Saleh Trading and Transporting WLL |
| Designation: | Light Vehicle Driver in Logistic Department |
| Duration: | February 2016 to November 2018 |

Responsibilities

- Facilitate customs clearances and vehicle registrations by delivering documentation to the appropriate authorities, liaising with officials, and taking vehicles (official and private) for the relevant vehicle inspections.
- Complete daily checks on vehicles and report faults
- Carry out routine (non-technical) maintenance i.e. replacing wiper blades, light bulbs
- Clean the vehicles (exterior and interior)

- Responsible for ensuring up country and vehicle medical kits are up to date and fire extinguishers are in order and available in each vehicle.
- Ensure that all passengers/users are adhering to safety requirements for users.
- Assist with the delivery of vehicles for repairs to the relevant garage.
- Inspecting vehicles for mechanical problems and making minor repairs as needed
- Observing traffic laws and maintaining safe driving practices to avoid accidents or citations
- Reporting damage to cargo or vehicles during transport
- Providing customer service to clients by answering questions about products or services

KEY SKILLS

- Microsoft Office
- Strong Driving Record
- Navigation Customer Service
- Basic Maintenance Knowledge
- Efficiency and Time Management
- Detail Oriented
- Knowledge of Traffic Laws and Regulations

PASSPORT DETAILS

Passport No:	M2066007
Place of issue:	COCHIN
Date of Issue:	09/09/2014
Date of Expire:	08/09/2024

PERSONAL DETAILS

Birth Date:	9 th June 1992
Nationality:	Indian
Marital status:	Single
Linguistic abilities:	English, Malayalam & Hindi, Arabic (Basic)
Driving license:	Qatar(Valid), India

I hereby declare that all the information given above is true to the best of my knowledge and belief.

Place: Doha, Qatar.

Date:

Shinto Mathew