

# TAUFIQUE ISMAIL KALAVE



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## Personal Information

Nationality : India  
Date of Birth : 09.24.1990  
Age : 34  
Civil Status : Married

## Language

English ●●●●●  
Arabic ●●●●●  
Hindi ●●●●●

## Objective

Dedicated and professional driver with over six years of experience in transport and administrative roles. Skilled in navigating busy urban environments with a strong focus on safety and efficiency. Proficient in basic computer applications and graphic design tools, and seeking a challenging position to utilize my driving and administrative abilities effectively.

## Professional Experience

### Driver & Administrative Assistant

M&M Marketing, Doha, Qatar April 2020 – Present

- Responsible for transporting co-workers to various locations across Doha, ensuring punctual and safe arrival.
- Managed the delivery of invoices and collection of payments, maintaining accurate records of all transactions.
- Prepared detailed reports on collected payments, enhancing the financial tracking system of the company.
- Performed vehicle maintenance checks and coordinated regular servicing to ensure optimal vehicle operation.
- Ensured compliance with traffic regulations and maintained a clean driving record, enhancing company reputation for reliability.

### Sales Executive

Strawberry Home Furniture - Doha, Qatar January 2018 – January 2019

- An experienced sales representative with a proven track record of success in developing new business and increasing sales. And a strong background in customer service, and highly skilled in building relationships with clients and developing tailored solutions to meet their needs.

## Skills

- **Sales Skills:** Experienced sales professional with great communication skills. Passionate about customer service and satisfaction. Looking to use my skills to help grow a successful business.
- **Driving Skills:** Proficient in navigating a variety of vehicle types and sizes; excellent knowledge of Doha traffic laws and geography.
- **Administrative Skills:** Efficient in scheduling, record-keeping, and executing office operations.
- **Computer Skills:** Competent in Microsoft Office (Word, Excel); proficient in preparing reports and handling data.
- **Design Skills:** Basic knowledge of Adobe Photoshop and Illustrator for creating promotional materials.

## Licenses

- Qatari Driver's License
- Indian Driver's License
- Clean Driving Record