

SHAFI SHAMSUDHEEN

P.O Box: 22558

Doha – Qatar

Mob: +974 77991773

+974 33073630

Email: khalidheen@gmail.com

The HR & Administration Department.

.....

DOHA, QATAR

**Sub: Application for the Posts of : ..., Messenger, Transport
Coordinator, Medium and Light
Driver, etc.....**

Dear Sir,

I would like to forward my application for the above post in your company. Please find the enclosed resume for your review. I hope my skills are an ideal match for this position.

I appreciate if you taking the time to review my credentials and experience.

Thank you for your consideration.

Sincerely Yours,

SHAFISHAMSUDHEEN

Mob: +974 77991773

+974 33073630

E-Mail ID: khalidheen@gmail.com



OBJECTIVE

A quick thinking, hard working and determined young person who is more than able to provide a high quality, flexible and innovative courier service both locally and nationally. have a clean driving licence, excellent driving skills and is not only able to make deliveries but can also perform routine maintenance on delivery vehicles, such as monitoring fluid levels and replenishing fuel. looking for a suitable position with a reputable company where I can be part of a team dedicated to giving customers the very best.

CURRENT WORK EXPERIENCE

Well Bred – Transport (Under contract by. **Al osra Trading & Contracting Company**) Doha – Qatar

Working as **Transport Coordinator**. From 2020, September.to till present date. The nature of our work - transport and manpower is mainly to give our customers whatever they want from our service limitations.

Mainly working for below mentioned Logistics Company's and Hotel's Such as themselves. **DB** SCHENKER, **PANALPINA (DSV)**,

DHL Global forwarding company, **GWC**, **CORNCORD**, **BIN YOUSEF CARGO**, **Qatar Logistics** **W hotel**, **Marriott hotel**, **Dusit hotel**

Duties and Responsibilities:

- Maintaining records of deliveries and pickups, including vehicle mileage and fuel usage
- **Transport food and banquets equipment to/from assigned destinations.**
- Arrange the vehicles according to the nature of import and export goods
- Airport clearance documents are collected from the cargo agent. Complete the basic arrangements of the mentioned documents and hand them over to the drivers for importing and exporting cargo at the airport cargo section.
- Inform the intermediary and customers about customs clearance progress

- Inform logistics authorities of penalties and storage charges
- Scheduling drivers' work hours and routes to ensure they comply with federal regulations
- Coordinating with other departments to ensure that all transportation needs are met
- Ensuring safety standards are met by drivers and vehicles
- Coordinating the delivery of cargo from one place to another using trucks, or other vehicles
- Communicating with customers about their shipments to ensure that they are aware of any delays in arrival times or issues with their orders
- If there is no substitute, I take charge of the absent driver myself
- Coordinating with clients to arrange pickup and delivery of shipments
- Establishing relationships with carriers and freight brokers to ensure that high-quality service is provided

PREVIOUS WORK EXPERIENCE. 2016 - 2020

DHL Global forwarding company Doha – Qatar

(Under contract by. **Well Care Transportation**) Working

As **Medium truck delivery Driver**. from 2016, May.to 2020, January.

Duties and Responsibilities:

- Greet customers and Maintain well communication.
- Collecting and delivering customers consignments safely, securely, punctually and in perfect condition.
- Handling and delivery of import/export freights from airport and warehouse
- Assort the shipments according to the delivering places
- Recording information, such as items received and delivered and recipients' responses to messages.
- Obtaining signatures and payments from recipients.

PREVIOUS WORK EXPERIENCE. 2013 - 2016

Well Care Transportation & Trucks Rental Company. (Under contract by. **Al osra Trading & Contracting Company**) Doha - Qatar

Worked as **Medium truck delivery Driver**, from January, 2013 to May, 2016

Duties and Responsibilities:

- Collecting and delivering customers consignments safely, securely, punctually and in perfect condition.
- Greet customers and Maintain well communication.
- Obtaining signatures and payments from recipients.

- Recording information, such as items received and delivered and recipients' responses to messages.

PREVIOUS WORK EXPERIENCE. 2012 - 2013

Al osra Trading & Contracting Company Doha – Qatar

Worked As. **Messenger**, from February 2012, to December.2012

Duties and Responsibilities:

- Greet customers and Maintain well communication.
- Insuring money in bags is correct and all documentations are correct.
- Ensuring that delivered packages and outgoing packages are correctly documented.
- Plan With driver and follow the most efficient routes and documents.

1.PREVIOUS WORK EXPERIENCE. 2010 - 2012

Reliance Maruti Suzuki India – Kerala

Worked as Automobile spare parts **Sales Man** from October 2010, to 2012 February

Duties and Responsibilities:

- Greet customers and assist them in finding the parts they are looking for, including answering questions, educating on product usage and providing advice for maintenance and installation
- Assist with inventory management and verify that all parts are correctly stocked and displayed for optimal visibility and accessibility
- Intervene in situations where a Customer is dissatisfied, and come up with creative solutions to maintain business When dealing with backorders, damaged parts or stock – outs
- Organize merchandise and participate in modifying displays to reflect current inventory, sales and promotions
- Inspect returned parts to find defects and promptly assist the Customer with a replacement part or a full refund

REFERENCE & ENQUIRIES

1. Well Bred – Transport Doha – Qatar

- Company MD. Mr. Hussain Contact Number: +974 55309003
- Company GM. Mr. Ajsal Contact Number: +97450618207

SKILL SET

Computer:	Windows 98/XP,7,8,10 Working Knowledge of Internet and, word excel
-----------	---

ACADAMIC QUALIFICTION

SSLC. Kerala Board of Public Examinations:	2006-2007
Plus, Two. (Commerce) Kerala Board of Public Examinations:	2007-2009

TECHNICAL QUALIFICTION

One-year Automobile engineering Course from kuttukaran Institute for HRD Kerala, India	2009-2010
--	-----------

PERSONEL DETAILS

Name:	Shafi shamsudheen
Gender:	Male
Age & Date of Birth:	1989/12/05
Caste and religion:	Islam Muslim
Marital status:	Married
Nationality:	Indian
DrivingLicenseDetails:	Holder of Valid Qatar and Indian Light & Medium Truck Driving License. Valid up to 2027/04/19
Languages known:	Arabic, English, Hindi, Malayalam

PASSPORT & VISA DETAILS

Passport No:	U8354075
Place of Passport Issue:	Cochin
Date of Passport Issue:	04/02/2021
Date of Passport Expiry:	03/02/2031
Visa No:	28935610349
Visa Status:	Transferable Company Visa with N.O.C
Vis Profession:	Foreman

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. Should you require any further information, I shall be very pleased to furnish the same.

