



AFSHIN THODUVIL

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📍 Doha, Qatar

EDUCATION

Diploma in Computer Application (DCA)

Govt. of Kerala LBS

Higher Secondary Education State Board of Kerala, India

Secondary Education

State Board of Kerala, India

KEY SKILLS

Professional Skills

- Transportation management
- Vehicle maintenance
- Customer service
- Administrative support
- Route optimization
- Safety compliance,
- Fleet coordination

Soft Skills

- Excellent communication
- Interpersonal skills.
- Strong problem-solving
- Decision-making abilities.
- Time management
- Organizational skills.
- Adaptability
- Resilience under pressure.

LANGUAGES

- English
- Hindi
- Arabic

PERSONAL DETAILS

- Qatar ID No.: 28535655720
(Valid until 03/04/2025)
- Passport No.: R8307855
- Date of Birth: 17/05/1985
- Nationality: Indian
- Gender: Male
- Marital Status: Married

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Driver cum Office Assistant with over 8 years of experience in logistics, transportation, administration, and site supervision. Adept at route planning, vehicle maintenance, document management, and office support. Possesses a valid Qatar driving license and a transferable visa with NOC. Strong communication, problem-solving, and multitasking skills with expertise in customer service, inventory control, and operational efficiency.

WORK EXPERIENCE

Driver cum Office Assistant & Messenger

Al Rabban Computer Technology, Doha, Qatar

Apr 2015 – Mar 2021

- Managed cheque/cash collection, deposits, and tender submissions to clients.
- Ensured timely and secure document delivery, maintaining confidentiality.
- Assisted with administrative and clerical tasks, including inventory management and office logistics.
- Coordinated transportation and logistics operations to ensure smooth workflow.

Site Supervisor cum Driver

Buildon Company, Doha, Qatar | Sep 2021 – Apr 2022

- Supervised construction site activities, worker coordination, and safety protocols.
- Managed procurement, material transportation, and inventory tracking.
- Ensured compliance with health, safety, and environmental standards.

VIP Transportation Staff

Pretorian Company – FIFA World Cup 2022, Qatar

- Provided VIP transportation services for high-profile guests during the FIFA World Cup 2022.
- Ensured timely arrivals, professional etiquette, and superior customer service.
- Maintained fleet readiness and adhered to traffic regulations.

Driver – Staff Transportation

Asian Medical Center, Wakra, Qatar | Oct 2023 – Jul 2024

- Safely transported medical staff and personnel while adhering to strict schedules.
- Maintained vehicle cleanliness, preventive maintenance, and fuel efficiency.
- Coordinated transportation schedules, emergency pickups, and route optimization.

