



# Bagarudeen Kader Sultan

Mobile: +974-70765351 • Email: bagarudeen83@gmail.com

## Messenger cum Light Driver

Record of Non-fine in driving since got license in Qatar

Top-performing as messenger cum driver for last 2 years.

Experienced messenger with over 2 years of delivering packages and documents efficiently and accurately. Skilled in navigating busy city streets and maintaining a professional demeanor with clients. Proficient in using GPS technology and maintaining a clean driving record. Strong attention to detail and excellent time management skills.

### KEY IMPACT AREAS

Strategic Planning  
Defensive Driving  
Navigation Skills  
Vehicle Maintenance  
Time Management  
Safety Compliance  
Customer Service  
Route Planning  
Load Management  
Communication Skills  
Problem Solving  
Attention to Details

### DATE OF BIRTH

12<sup>th</sup> Dec 1983

### LANGUAGES KNOWN

English  
Tamil  
Hindi

### CAREER GRAPH

#### Since May 2022 with Gastronomic, Qatar as Messenger cum driver

#### Key Result Areas:

- ❖ Conducting business planning & analysis to assess revenue potential in business opportunities.
- ❖ Safely transport passengers and goods to various locations while ensuring compliance with all traffic regulations.
- ❖ Conduct pre-trip and post-trip inspections to maintain vehicle safety and performance.
- ❖ Provide exceptional customer service, addressing passenger inquiries and concerns promptly.
- ❖ Collaborate with dispatchers to optimize routes and improve delivery times
- ❖ Delivered products to clients while maintaining a 98% on-time delivery rate.
- ❖ Assisted in training new drivers on safety protocols and company policies.
- ❖ Managed daily logs and reports to ensure accurate record-keeping and compliance with regulations.

### PRIOR EXPERIENCE

#### April 2017 – April 2022 with Time Qatar, Qatar, As Document Controller

##### Accountabilities

- Receiving, reviewing, and distributing incoming documents
- Classifying and indexing documents for easy retrieval
- Monitoring document revisions and maintaining version control

##### Highlights

- ✓ Performing quality checks on documents to ensure accuracy and completeness
- ✓ Resolving discrepancies or issues related to document content or formatting
- ✓ Collaborating with stakeholders to address document-related concerns
- ✓ Performing quality checks on documents to ensure accuracy and completeness
- ✓ Resolving discrepancies or issues related to document content or formatting
- ✓ Collaborating with stakeholders to address document-related concerns
- ✓ Coordinating with project teams, departments, and external parties to facilitate document exchange
- ✓ Providing support and training to users on document management systems
- ✓ Maintaining effective communication channels to address document-related queries or issues

#### April 2016 – Mar 2017 with KRV Technical Company, As Office Admin

##### Accountabilities

- Managing office supplies and inventory
- Handling communication with clients, vendors, and other stakeholders

- Organizing meetings and appointments
- Overseeing office budgets and expenses
- Coordinating office policies and procedures
- Assisting with HR functions like recruitment and onboarding
- Performing administrative duties such as data entry, filing, and document preparation

#### **TECHNICAL SKILLS/ COURSES UNDERGONE**

- Strong knowledge of traffic laws and DOT rules & regulations
- Hazard recognition
- GPS navigation
- Time management
- MS Office

#### **Driving License & Passport Details**

***Qatar Driving License Number – 28335658158***

***Expiry Date – 19-March-2027***

***Passport No. – N9960019***

***Expiry Date – 31-July-2026***

- ***NOC available***