

Driver Cum Messenger



Mohammed Shafi

License: Medium Truck and Light

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To obtain challenging, Creative and responsible position on the field of accounting distinct organization, where I can utilize and enhance my technical knowledge, experience and analytical and interpersonal abilities

SKILLS:

- Excellent communication (verbal and written)
- Interpersonal skills
- Able to communicate effectively to management, co-workers, and cross-functional team members
- Well-developed analytical and problem-solving skills
- Highly motivated self-starter

Work Experience

Company name: PROJEX COMPANY WLL

Position: Driver Cum Messenger

Tenure : 2019 – present

- Deposit company cash and cheque daily to the bank.
- Ensuring the collection of written communications and other items from Outside Company.
- Excellent personal presentation, grooming and hygiene
- Submission of documents in government departments and center tender Committee.
- Picking the company officials and executives from airport to office and various Locations.
- Tender submission and Collecting
- Faxing, printing, photocopying, filing and scanning.
- Organizing business travel, itineraries, and accommodation for managers
- Creating and modifying documents using Microsoft Office.
- Ensure the safety of passengers and vehicles at all times when on duty
- Physical capacity to perform the inherent requirements of the role including moving lifting, carrying, loading/unloading various shaped/weight objects regularly
- Strong career support in an international environment.
- Great culture and colleagues.

Company name: AL HASAN TRASPORTING AND EQUEPMENT CO

Position: Driver Cum Messenger

Date: 2015-2018

- Driving the Head of Delegation and appointed staff to appointments, and function.
- Deposit company cash and cheque daily to the bank.
- Ensuring the collection of written communications and other items from Outside Company.
- Collecting the mail from post office and Taking mail to the post office as and when necessary.
- Excellent personal presentation, grooming and hygiene
- Submission of documents in government departments and center tender Committee.
- Picking the company officials and executives from airport to office and various Locations.
- Creating and modifying documents using Microsoft Office.
- Physical capacity to perform the inherent requirements of the role including moving lifting, carrying, loading/unloading various shaped/weight objects regularly
- Strong career support in an international environment

Education

B.COM from Kannur University in 2012 Kerala, India.

HSE (Commerce) from Kerala HSE Board in 2008 Kerala, India.

SSLC from Kerala educational board in 2005.

Languages Known

English, Malayalam, Hindi and Arabic

Personal Details

Passport No	:	K3964211
Qatar ID	:	28835639832
Date of Birth	:	22-04-1988
Material Status	:	Married
Nationality	:	India
Driving License	:	
Place of Issue	:	Qatar

Declaration:

I hereby state that the above particulars are true and accurate to the best of my knowledge. In the event of being selected, I promise to perform duties to the best of my ability and to the highest satisfaction of my superiors with the highest sense of honesty and integrity.

