**Issah Mohammed Tahiru**

Accra, Ghana 233

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**Summary**

Service-oriented delivery professional with demonstrated record of road safety and clean driving history. Familiar with logging daily activities, coordinating customer paperwork and collecting payment. Plans and manages efficient routes to maximize deliveries and customer satisfaction.

Safety-conscious driver experienced with light trucks and vans. Works quickly to meet daily targets with expert loading, unloading and transportation. Adapts quickly to changing situations to overcome problems and maintain performance.

**Skills**

* **Driving safely**: Following traffic laws, being defensive, and using safe driving techniques
* **Planning routes**: Using GPS and knowledge of the area to plan the best route
* **Maintaining the vehicle**: Performing regular maintenance checks, keeping the vehicle clean, and ensuring it meets all requirements
* **Loading and unloading**: Safely loading passengers and cargo onto the vehicle, and unloading packages at their destination
* **Providing customer service**: Interacting with passengers and clients, and providing exceptional customer service
* **Keeping records**: Tracking trip details, expenses, and fuel usage
* **Ensuring paperwork is in order**: Making sure all necessary documentation is in order before transporting goods and passengers
* **Adapting to change**: Being able to adapt to changing schedules or routines
* **Being punctual**: Being reliable and punctual with excellent time management skills

**Swiss Group Limited**

June 2022 To January 2025

Accra Ghana.

Driver’s /Administration support

Transport goods and passengers to designated locations safely and on time.

Plan and follow the best route to ensure timely delivery of goods and passengers.

Ensure that all necessary paperwork and documentation are in order before transporting goods and passengers.

Adhere to traffic laws and safety regulations to avoid accidents or incidents.

Ensure the cleanliness and proper maintenance of vehicles under their care.

Handle customer grievances and other issues professionally and timely.

Report any incidents or accidents to the management immediately.

Participate in training and courses to stay abreast of developments in the transport industry.

**Friendly food Qatar January**

 2020 to June 2023

Delivery Driver

Doha , Qatar

Received daily delivery instructions and route assignments from dispatch.

Ensured accurate completion of all paperwork associated with deliveries.

Inspected delivery vehicle to ensure optimal safety and performance prior to each trip.

Verified accuracy of items loaded onto truck against shipping documents.

Adhered to all applicable traffic laws while driving delivery vehicle.

**International Medical Company** March 2017 to December 2019

E-COMMERCE Delivery /Sales support

Doha, Qatar

Ensured timely delivery of packages to customers in accordance with company standards.

Organized and maintained records for all deliveries, including tracking numbers and delivery confirmation.

Created daily delivery routes to maximize efficiency while minimizing travel time.

Performed vehicle safety inspections before each shift, ensuring proper functioning of brakes, engine, lights, and other components.

Loaded and unloaded cargo from vehicles using appropriate equipment such as ramps or lift gates.

Communicated with dispatch personnel regarding any delays or changes in route due to traffic or weather conditions.

Provided excellent customer service when interacting with clients during package pickups and deliveries.

**Education and Training**

Havatech February 2016

Executive Certificate : Office Management

Johannesburg

Boston City Campus September 2010

High School Diploma

Johannesburg