



Mohamed Naleem

Driver Cum Messenger



Contact



+974 3137 5599



naleemhti@gmail.com



Doha, Qatar



Skills

- Vendor Supplier Management
- Regulatory Compliance
- Communication and Interpersonal Skills
- Scheduling and Dispatching
- Maintenance and Repairs



Language

- English (Fluent)
- Arabic (Fluent)
- Hindi (Fluent)
- Malayalam (Fluent)
- Sinhala (Fluent)
- Tamil (Native)



Availability

- NOC With QID
- Driving Licence



About Me

Experienced Fleet Coordinator with 15+ years in optimizing vehicle fleets for efficiency, cost saving and compliance. Skilled in Coordinating maintenance, managing vendors, overseeing dispatch, and ensuring safety standards. Proven ability to reduce costs, improve vehicle performance, and enhance operations using fleets management software and data analytics. Committed to operational excellence, sustainability, and regulatory adherence.



Work Experience

- **HIGH TRADING INTERNATIONAL - ABU HISSA HOLDING (NESPRESSO) (2009 -2024)**
Fleet Coordinator
 - Coordinates daily vehicle assignments and optimize routes to ensure timely deliveries and pickups.
 - Maintain detailed records of vehicle repairs, maintenance, and service history.
 - Monitor vehicle availability and manage the scheduling of driver shifts.
- **ABDULLAH ABDULGHANI - TOYOTO QATAR (1999 - 2007)**
Filing clerk and Driver Cum Messenger
 - Collect Cheques from bank and ensured accurate handling
 - Assisted staff with administrative support and delivery documents