

Muhammed Safir

MESSENGER/DRIVER

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CAREER OBJECTIVE

Seeking a challenging position that gives me an opportunity to prove my creativity and combine my skills and talents with my president desire for knowledge and experience.



DETAILS OF EXPERIENCE

MESSENGER CUM PRO

AL IMTISAAL TRANSPORTATION & SERVICES, Doha- Qatar

Duration: 2015-2020

DUTIES AND RESPONSIBILITIES:

- Determine destinations from package addresses and documents, plan efficient routes, and ensure safe deliveries.
- Handle packages and documents with care, especially fragile items, and pack them securely for delivery.
- Maintain communication with the office, reconcile packages upon delivery, and ensure shipment security and privacy.
- Obtain recipient signatures, verify IDs, and log daily visits for record-keeping.
- Sort incoming and outgoing mail, deliver within the office, and ensure proper stamps on outgoing mail.
- Load/unload goods, deliver verbal messages via telephone, and manage company PRO related tasks.

DETAILS OF EXPERIENCE

OPERATION MANAGER (SALES DEPARTMENT)

4 HOMES MINI MART, Qatar

Duration: 2020-2023

DUTIES AND RESPONSIBILITIES:

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- Oversee daily sales operations, ensuring targets are met and processes run smoothly.
 - Develop and implement strategies to drive sales growth and improve team performance.
 - Monitor sales metrics, analyze data, and generate reports for management review. □ Lead, train, and motivate the sales team to achieve individual and team objectives.
 - Build and maintain strong relationships with clients and stakeholders to enhance customer.
 - Coordinate with other departments to streamline operations and ensure efficient service

DETAILS OF EXPERIENCE

MESSENGER CUM DRIVER

SUPER LIMOUSINE, Qatar

International Organization for Migration (IOM)

Duration: 2023-2025

DUTIES AND RESPONSIBILITIES:

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- Provide pick-up and drop-off services to and from airports, accommodation, and other locations as required.
 - Deliver documents, packages, and goods safely and efficiently between offices, buildings, and destinations.
 - Plan and follow optimal routes for safe and fuel-efficient deliveries.
 - Ensure proper handling and security of packages, including fragile and confidential items.
 - Maintain communication with supervisors and recipients to confirm delivery schedules and updates.
 - Perform routine vehicle checks, ensure cleanliness, and maintain delivery records accurately.
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QUALIFICATION

QUALIFICATION	INSTITUTION NAME	UNIVERSITY/BOARD	YEAR OF PASSING	CGPA/GRADE PERCENTAGE
B. Com	Co-operative college	University Of Calicut	2013	First Class 6.5 CGPA

PERSONAL DETAILS

Full Name : Muhammed Safir Pulakkal
Date of birth : 22-01-1992
Age : 33
Marital status : Married
Gender : Male
Nationality : Indian
Languages Known : English, Hindi, Arabic, Malayalam, and Tamil
Passport Number : K 3080376
Qatar driving license : 29235616711

DECLARATION

I hereby declare that the entropy acknowledged is precise to the best of my cognition and impression. I have not recouped any information that might reasonably be calculated to adversely impact my suitability for employment.

Muhammed Safir Pulakkal
