



Bagarudeen Kader Sultan

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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

12th 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
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- ✓ 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***