

SAMEER KUNIYIL



Mobile: 3394 3363 | E mail: sameerktdr@gmail.com

Office Assistant

Transport and Delivery

Messenger

Messenger /Driver offering to ensure delivery of mail between sites is done speedily and efficiently, and to assist janitorial teams with mail collection and delivery on each site, and with the transportation of pupils and staff by minibus.

Professional Experience

DRIVER / MESSENGER, January 2024 to Present, Al Qatar Gas Group, DOHA - QATAR.

- Work on duty roster shift as directed by the Head of Administration.
- Carry out any other duties as directed by Head of Administration or Officials.
- Do official banking as required, cash cheques, and make payments at the bank.
- Deliver documents to Protocol for clearance of duty under privilege and clear goods through customs.

Driver, August 2023 to January 2024 **Pigeon Cargo**-Doha, Qatar

- Deliver and collect parcels from locations.
- Ensure weight and measurements of each parcel.
- Ensure certain rules for both air cargo and sea cargo
- Provide friendly customer service.

Driver, September 2022 to December 2022 at **Mowasalat (Karwa)**, FIFA World Cup 2022

- Drive passengers to and from airports in a timely and professional manner.
- Load and unload passengers' luggage.
- Always ensure safety of passengers.
- Provide friendly customer service.
- Keep the vehicle clean and well-maintained.

Driver/Coordinator, January 2021 to March 2022 **Mekaines Quarantine Centre**, Qatar

- Control and various coordinate duties among the organizations.
- Coordinate employees and assign duties.
- Assist clients with loading and unloading their luggage.
- Deliver documents and files to required destinations.
- Ensure that all deliveries have been signed and delivered to the correct recipient.

DRIVER / MESSENGER, January 2017 to January 2020, Al Jazeera, DOHA - QATAR.

- Work on duty roster shift as directed by the Head of Administration.
- Carry out any other duties as directed by Head of Administration or Officials.
- Do official banking as required, cash cheques, and make payments at the bank.
- Deliver documents to Protocol for clearance of duty under privilege and clear goods through customs.
- Be responsible for informing the Head of Administration of re-registrations and insurance procedures for all the vehicle fleet.

OFFICE ASSISTANT, Feb 2014 to 21 January 2017: Al Jazeera, DOHA – QATAR

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Solved customers queries handled requests and responded to inquiries.
- Prepared financial statements and maintained general ledger.

DOCUMENT CONTROLLER, Nov 2011 to Jan 2013 – Sky Oryx JV, DOHA – QATAR

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.

Educational Qualifications

Higher secondary education board, Kerala India.

Plus Two-Science (Pre university Degree)

Kerala Secondary Board, Calicut-India

Secondary school certificate (Public Examination Board-India).

Certifications

- Certification in global Accounting (Practical & manual)
- Diploma in computerized Financial Accounting
- (tally9, Peachtree, Quick books, trade easy, Customized software)
- MS Office (Word, Excel, PowerPoint)

Personal Details

- Language Known: English, Malayalam, Arabic, Hindi
- Driving Licence: Qatar, India