



SUHAIL PANDETH

CONTACT

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Address
Doha, Qatar

SKILLS

- Teamwork
- Communication
- Customer service
- Computer
- Problem solving

CERTIFICATIONS

- Employment Certificate

LANGUAGES

Malayalam | Native

English | Advanced

Arabic | Advanced

Hindi | Fluent

PROFESSIONAL SUMMARY

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

EXPERIENCE

Driver/Messenger
Al Fardan Group

Apr 2021 – Apr 2024
Pearl, Qatar

- Maintained clean driving record and obeyed traffic laws and regulations
- Provided excellent customer service throughout delivery process
- Maintained a clean driving record with no violations or citations on file
- Transported people to appointments and destinations on schedule
- Utilized GPS systems to transport passengers and packages to correct locations on time
- Followed established protocols for collecting payments from customers upon completion of deliveries
- Maintained accurate records of deliveries, collections, and other related activities
- Demonstrated excellent customer service skills while chauffeuring VIPs to their destinations safely and on time.

Driver Sales Representative
Seha Trading

Jul 2018 – Dec 2020
Doha, Qatar

- Built relationships with customers to increase their satisfaction levels
- Collected money from customers, making changes and recording transactions on customer invoices
- Processed merchandise returns and exchanges for customer satisfaction
- Communicated with customers regarding product availability or delays in delivery schedules
- Informed regular customers of new products and services and price changes
- Wrote customer orders and sales contracts accorded to company guidelines
- Recorded sales and delivery information on daily sales and delivery record
- Arranged merchandise and sales promotion displays and issue sales promotion materials to customers
- Utilized GPS navigation systems to efficiently map out routes for the day's deliveries

Office Messenger
Al Shamel Travel LLC

Mar 2014 – Dec 2016
Abu Dhabi, UAE

- Proficiently operated a variety of office equipment including copiers, scanners, printers, fax machines, and postage meters
- Ensured safe delivery of confidential material by adhering to proper protocol for secure transport methods
- Interpreted requests from clients accurately before making any deliveries or pickups
- Demonstrated excellent organizational abilities while delivering documents to different departments within the office building
- Operated company vehicles to transport, deliver and pick up packages on assigned routes
- Collected sensitive documents from clients for delivery
- Maintained accurate records of deliveries and pickups
- Delivered messages and items, such as newspapers, documents, and packages, between establishment departments and to other establishments and private homes
- Recorded information, such as items received and delivered and recipients' responses to messages
- Collected, seal and stamp outgoing mail, using postage meters and envelope sealers

EDUCATION

Higher Secondary in Commerce
GVHSS

May 2004
Telichery, Kerala

ADDITIONAL INFORMATION

Valid Driving Licence
Valid QID

EMPLOYMENT CERTIFICATE

Al Fardan Group