



# 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** Apr 2021 – Apr 2024  
Al Fardan Group 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** Jul 2018 – Dec 2020  
Seha Trading 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** Mar 2014 – Dec 2016  
Al Shamel Travel LLC 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

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## **EDUCATION**

**Higher Secondary in Commerce**  
GVHSS

May 2004  
Telichery, Kerala

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## **ADDITIONAL INFORMATION**

Valid Driving Licence  
Valid QID

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## **EMPLOYMENT CERTIFICATE**

Al Fardan Group