

SHOAIB AKHTAR

Delivery driver/Office Massanger



CONTACT

- 71045064
- Shoaib.shbee@gmail.com
- Al Azizia Ar Ryan Qatar

Personal profile: -

Name :- Shoaib Akhtar
Age: 33 Years
Sex: Male
Nationality: Indian

Visa Status :-

Qatar ID with NOC
Qatar DL- first issue 2018
Light motor vehicles
Manual/Automatic

EDUCATION

2008 - Matriculation 84%
CBSE New Delhi-India

2010 - Higher Secondary school 64%
CBSE New Delhi-India

IT & OTHER SKILLS

- Microsoft office
- Handing application based Software
- Strong knowledge of traffic laws.
- Able to perform deliveries in all types of weather.
- Able to lift and carry up to 20 pounds at times.

LANGUAGES

- English Read/Write (Fluent)
- Hindi (Fluent)
- Arabic (Convrsational)

PROFILE

Highly motivated messenger with extensive experience in providing reliable and efficient administrative and clerical support. Proven ability to handle multiple tasks and prioritize competing demands in a fast-paced environment.

WORK EXPERIENCE (8 YEARS IN QATAR)

Floward Qatar Delivery driver

2022-2024

- Operate company vehicles to make pickups and deliveries.
- Help with loading and unloading vehicles.
- Complete pre- and post-trip safety and operations checklists and documentation.
- Use navigational technology to find and follow optimal routes.

Arab Qatari Agricultural Prod. Co. (QTFA)

2019 - 2022

Office Massanger/Driver

- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner.
- Plans the most efficient and expedient delivery route from place to place; organizes deliveries accordingly.
- Obtains required signatures and/or payments at time of delivery.
- Performs or schedules standard maintenance on delivery vehicles.
- May perform office, clerical, and other related duties as assigned.

Techno Glass Co. WLL Doha-Qatar

2016- 2019

Admin assistant cum Office Massenger

- Preparing, organizing and storing information in paper and digital form.
- Dealing queries on the phone and by email (using Outlook).
- Arranging post and deliveries.
- Typing up letters and reports.
- Updating computer records using a database.
- Maintaining office systems.
- Operating cash registers.
- Collecting Cheques and depositing into bank.



State of Qatar
Ministry of Interior
Traffic Department

دولة قطر
وزارة الداخلية
إدارة المرور



DRIVING LICENSE

رخصة سوق

29235619210

الرقم الشخصي



الاسم صويب اختر

NAME SHOAIB AKHTAR

NAT. INDIA

الجنسية الهند

DATE OF BIRTH

1992-11-28

تاريخ الميلاد

BLOOD GR.

B+

فصيلة الدم

FIRST ISSUE

2018-01-16

ت. اول إصدار

VALIDITY

2027-12-21

ت. الإنتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملايس المدنية

Authorized Vehicles

المركبات المصرح بقيادتها

ملاحظات

| | | |
|--|--|-----------------------------------|
| EXCAVATOR حفار  | MOTOR CYCLE دراجة نارية  | نظارة طبية Glasses |
| CRANE كرين  | CAR سيارة خفيفة  | عدسات Lenses |
| LOADER شيل  | BUS حافلة  | أوتوماتيك Automatic |
| FORKLIFT رافعة شوكية  | MED. TRUCK شاحنة متوسطة  | احتياجات خاصة Handicaps |
| OTHER أخرى  | TRAILER قاطرة ومقطورة  | إعاقة سمعية hearing visability |
| | | التبرع بالأعضاء Organ Donation |

Licensing Authority

سلطة الترخيص





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