

# 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 2022-2024 Delivery driver

- 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

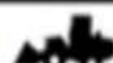
This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

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

Authorized Vehicles

المركبات المصرح بقيادتها

ملاحظات

EXCAVATOR حفار 	<input type="checkbox"/>	MOTOR CYCLE دراجة نارية 	<input type="checkbox"/>	نظارة طبية Glasses	<input type="checkbox"/>
CRANE كرين 	<input type="checkbox"/>	CAR سيارة خفيفة 	<input checked="" type="checkbox"/>	عدسات Lenses	<input type="checkbox"/>
LOADER شيلو 	<input type="checkbox"/>	BUS حافلة 	<input type="checkbox"/>	اوتوماتيك Automatic	<input type="checkbox"/>
FORKLIFT رافعة شوكية 	<input type="checkbox"/>	MED. TRUCK شاحنة متوسطة 	<input type="checkbox"/>	احتياجات خاصة Handicaps	<input type="checkbox"/>
OTHER اخرى 	<input type="checkbox"/>	TRAILER قاطرة ومقطورة 	<input type="checkbox"/>	إعانة سمعية hearing Usability	<input type="checkbox"/>
				التبرع بالأعضاء Organ Donation	<input type="checkbox"/>

Licensing Authority

سلطة الترخيص





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