

HIDAYATHULLA KAPPANIKAL MOHAMMED

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OBJECTIVE

- To leverage my extensive driving and personal assistance experience in a challenging role within a reputable organization, contributing to its success and ensuring the highest level of service for clients.
- To foster a positive working environment through excellent interpersonal skills and a commitment to client satisfaction.

EXPERIENCE**Personal Driver for a Sheikh Family**

(2020 – 2024 September)

- Provide reliable and safe transportation for family members, ensuring punctuality and discretion.
- Assist with travel arrangements, including itineraries, accommodations, and logistics for domestic and international trips.
- Accompany family members during international travel, managing luggage and other needs to ensure a smooth travel experience.
- Maintain the vehicle in excellent condition, ensuring regular servicing and cleanliness.

Qatar Airways

Transportation Supervisor

(2018 - 2020)

- Managed transportation services for staff and new candidates, overseeing pick-up and drop-off at Hamad International Airport.
- Coordinated medical appointments and document processing between various office locations.

Qatar Aviation Services

HR Onboarding - Driver Messenger

(2016 - 2018)

- Facilitated transportation for new hires, ensuring a seamless onboarding process.
- Assisted with document management and logistical support within the organization.

Airside Operations - Bus Driver

(2011 - 2016)

- Provided transportation services for premium terminal guests and VIP clients.

Department of the Presidential Affairs, Abu Dhabi, UAE

Driver & Office Messenger

(2002 - 2009)

- Managed official document handling for the Crown Prince's office and assisted with front office operations.
- Supported warehouse operations, including shipping and receiving tasks.

KEY STRENGTHS

- Strong interpersonal and organizational skills.
- Expertise in travel logistics and personal assistance.
- Proficient in data processing and computer literacy.
- Excellent oral and written communication skills.

EDUCATION

- **Bachelor's Degree in Economics**
Calicut University, Kerala, India

PERSONAL INFORMATION

- **Date of Birth** : 1st June 1977
- **Nationality** : Indian
- **Marital Status** : Married
- **Visa Status** : Transferable Visa
- **Driving License** : Valid Qatar License

LINGUISTIC ABILITY

- English, Arabic, Hindi, Malayalam, Kannada

I hereby certify that all aforementioned information is true and correct to the best of my knowledge.

Doha, Qatar

Hidayathulla K. Mohammed