

SAJAN GEORGE SAMUEL

MOB: +974-30931647

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Objective

To work in an organization which provides opportunities for growth, learning and scope for the effective utilization of my skills and hence give my best to the organization.

Permanent Address

Valuparampil puthen veedu
Komalloor PO, Charummoodu,
Alleppey (Dist), Kerala
Pin: 690505

Languages Known

English (R, W, S)
Malayalam (R, W, S)
Hindi (R, W, S -Manageable)

Technical Skills

- Driving
- Customer Service
- MS OFFICE
- Email & Internet

Work Experience

Company: Crescent for Trading and Contracting, Doha-Qatar

Job Title: - Driver cum Office Messenger

Duration

November 2022 – Present

Company: Globe Construction Company L.L.C., Doha-Qatar

Job Title: - Driver

Duration

November 2019 – September 2022

Profile

- Transport Employees and other supplies from point to point safely and on time.
- Picking up reports and handle the care of important documents, packages, and other items between office and departments.
- Checked and ensured completeness of data before leaving the area / office.
- Submission of invoices, collecting the payments and cheque deposited in the bank account.
- Answering recipient's questions about the delivery process.
- Preparing Daily Travel reports and send to the respective department at every end of the week.
- Maintain accurate records of deliveries, fuel consumption & carrying out vehicle maintenance checks.
- Conduct regular vehicle inspections to identify and report any maintenance needs.

Personal Data

Date of Birth: 19-06-1992

Gender: Male

Nationality: Indian

Hobbies: Listening Music, Travelling.

Driving License Details:

Valid manual Qatar light driving License

License Validity: 17-01-2029

Passport No.: Y6707896

Education

- Bachelor of Commerce (B.Com) in from Marthoma College, Thiruvalla affiliated to Mahatma Gandhi University in the year 2013 with 62% marks.
- 12th in the year 2010 with 75% marks.
- 10th in the year 2008 with 70% marks.

Personal Strengths

- Self-discipline
- Trustworthiness
- Patience
- Self-motivated
- Confident
- Hardworking
- Decision Making

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Date :
Place: Doha

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