

MANSOOR.CK

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Doha - Qatar

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Career Objective:

To pursue a professional challenging career in an organization that offers me an opportunity to learn and gives me scope to update my knowledge and skills in accordance with latest trends and be a part of the team that excels in work towards growth of the organization.

EDUCATION

Year

Secondary School leaving certificate

(GHSS Sreekandapuram- Board of Public Exam, Kerala)

2001

EXPERIENCE

Al Futtaim Vehicle Rentals

- Deliver vehicle for servicing.
- Checking of vehicles when returned from customer
- Handling documentation (invoices and delivery notes)
- Maintain records of daily visits in the log book
- Detailing collection transportation & fixing mechanical faults and resolving other problems
- Take necessary action against superior order

**From 01/01/2019 to
Till Date**

Promar Marine Contracting-Doha Qatar

Working for the post of a Executive messenger

- Handling all company drivers & vehicles
- Ensure the safety of passengers and vehicles at all times when on duty
- Handling documentation (invoices and delivery notes)
- Take cash on delivery where appropriate and deposit cash into bank as instructed prior to the delivery.
- Maintain records of daily visits in the log book
- Use Telephones to deliver verbal messages
- Detailing collection, transportation & delivery duties, fixing mechanical faults and resolving other problems

**From 01/11/2014 to
27/12/2018**

<ul style="list-style-type: none"> • Take necessary action against superior order 	
<p>Doha Marine Company – Doha Qatar Working for the post of a driver cum messenger.</p> <ul style="list-style-type: none"> • Planning routes (the quickest and most economical • Bank Dealings (Deposit cheques, withdrawals, statement and other document collection, etc..) • Detailing collection, transportation & delivery duties, fixing mechanical faults and resolving other problems • Take necessary action against superior order 	<p><u>From 01/06/2010 to 31/10/2014</u></p>
<p>Badar Al samaa Group of hospital and Polyclinic – Oman (Muscut)</p> <ul style="list-style-type: none"> • Worked as a driver and on emergency bases used to drive ambulance also 	<p><u>From 20/05/2007 to 19/06/2009</u></p>
<p>Sibga Arts and science college – Kannur, Kerala-India</p> <ul style="list-style-type: none"> • School bus driver cum messenger 	
<p>Taxi driver - Kannur, Kerala-India</p>	<p><u>From 01/07/ 2003 to 15/04/2007.</u> <u>From 25/07/2009 to 31/03/2011</u></p>
<p><u>Computer Skills</u></p> <p>Experienced in Windows Based Operating System (95,98,ME&XP) Computerised Office Management Proficiency in MS Office applications like Ms Word, Excel, Power point etc. knowledge in internet</p>	<p><u>From 10/06/2002 to 25/06/2003</u></p>
<p><u>Additional qualification</u> Experience in Tally,</p>	

Language Skills**Read**

English, Arabic, Hindi, Malayalam

Write

English, Arabic, Hindi, Malayalam

Speak

English, Malayalam, Hindi, Arabic

Personal Information

Date of Birth	:	23/05/1983
Sex	:	Male
Father's Name	:	V K Hamsa
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Islam Muslim
Passport No	:	U9758267
License	:	Qatar, Oman & India
Email	:	mansoorceekey@gmail.com

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Mansoor C K

Date: