






CONTACT INFO

-  Doha-Qatar
-  mhmmedaltjani1@gmail.com
-  +974 3323 7245

SKILLS & COMPETENCIES

- Attention To Details
- Driving Proficiency
- Communication skills
- Time Management
- Communication Skills
- Customer Service
- Route Planning and Navigation

LANGUAGE PROFICIENCY

English - Fluent
Arabic - Native proficiency

PERSONAL INFORMATION

Nationality – sudan
Work visa - Valid QID
QID No. – 2997360269
Passport No. – P07558189
Date of Birth – 01-Dec-1999
Qatar License Exp- 11-Aug-2029

MOHAMMAD ELTIGANI

Dedicated and reliable Driver cum Messenger with a strong commitment to punctuality, safety, and efficiency. Seeking an opportunity to contribute to a reputable organization by utilizing my driving skills, attention to detail, and ability to handle logistical tasks with accuracy. Eager to support day-to-day operations through timely deliveries, secure transportation, and exceptional service in all assigned tasks, ensuring smooth and efficient organizational workflow.

EXPERIENCE

RITAJ FACILITY MANAGEMENT- QATAR

Aug 24-Now

DRIVER CUM MESSENGER

- Safely and efficiently transport personnel, documents, and packages to designated locations within the required time frame.
- Maintain confidentiality and handle sensitive documents responsibly while adhering to company protocols.
- Provide excellent customer service, always ensuring a professional demeanor when interacting with staff and clients.
- Assist with office errands, including document delivery, parcel distribution, and pick-ups as needed
- Keep accurate records of daily mileage, fuel usage, and trip logs.
- Ensure the security of the vehicle and its contents, especially during long routes or at scheduled stops.
- Coordinate with the office team for scheduled deliveries, pickups, and urgent requests

BANK OF SUDAN

Mar 19–May 22

DRIVER CUM MESSENGER

- Securely transport confidential banking documents, checks, contracts, and parcels between branches, clients, and external agencies while ensuring the highest standards of confidentiality and security.
- Transport cash or valuables as required, adhering strictly to bank protocols for secure handling and transfer, ensuring safety and compliance with banking regulations.
- Plan and follow the most efficient routes to ensure timely delivery, considering security measures and traffic conditions to reduce travel time.
- Coordinate with staff and team members for scheduling deliveries, pickups, and urgent requests, maintaining clear communication to handle priority tasks.
- Handling sensitive materials and valuables, safeguarding items during transport and adhering to all security measures.

EDUCATION

BACHELOR OF SCIENCE IN COMMUNICATION ENGINEERING

NEW CASTLE TECHNICAL COLLEGE
Sudan
2.66 CGPA
2014–2018

REFERENCES-Reference available upon request