

MUSA MBARAKA MOHAMED -

OFFICE MESSENGER

OBJECTIVE

Dedicated and reliable Driver/Messenger with extensive experience in transportation, document handling, and office administration. Skilled in safe driving, document delivery, and logistical support. Seeking an opportunity to contribute my expertise in a professional and customer-focused environment.

EXPERIENCE

- Office Messenger

2020 - Present

Batteel Bakery & Café

 - Transported and delivered official documents, packages, and confidential materials securely.
 - Picked up and dropped off staff, guests, and clients as per company schedules.
 - Collected and distributed mail, ensuring timely delivery to government offices, banks, and corporate entities.
 - Assisted in administrative tasks such as photocopying, filing, and handling routine office errands.
 - Maintained vehicle cleanliness and reported maintenance needs promptly.
 - Ensured compliance with safety regulations and company policies.
- Office Assistant

2018 - 2020

Elan Media Group (Novo Cinema)

 - Handled the secure delivery of messages, documents, and packages to various departments and external locations.
 - Managed incoming and outgoing mail, ensuring proper distribution.
 - Maintained accurate records of deliveries and document receipts.
 - Assisted in office tasks, including clerical duties and maintaining an organized workspace.
 - Performed vehicle maintenance checks and reported any issues.
- Office Attendant

2014 - 2018

CONTACT

 Driving License: Valid (Light Vehicle)

Visa Status: Transferable (NOC Available)

Doha, Qatar

 +974 33110413

 musambarak10@gmail.com

SKILLS

Safe Driving & Transport Services – Experienced in driving light vehicles for official duties.

Document Handling & Delivery – Expertise in secure transportation of official documents.

Office Administration – Strong clerical and organizational abilities.

Customer Service & Communication – Professional interaction with staff, clients, and external agencies.

Time Management & Organization – Ability to prioritize and complete tasks efficiently.

Vehicle Maintenance Awareness – Ensuring safety standards and timely servicing.

LANGUAGES

United Group Enterprises (UGE)

- Managed daily office logistics, including document sorting and distribution.
- Coordinated with other departments to ensure smooth office operations.
- Scheduled and assisted in planning meetings and appointments.
- Maintained office supplies and handled procurement tasks.
- Provided receptionist duties when required.

EDUCATION

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|---|-----------|
| Computer Courses | 2011-2012 |
| Lamu Youth Polytechnic | |
| Pass | |
| Kenya Certificate of Secondary Education | 2008-2011 |
| Lamu Boys Secondary School | |
| Pass | |

REFERENCE

- References available upon request.

English

Arabic

INTERESTS

Boat Sailing

Fishing