

Paul Kwesi Dadzie

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Professional Summary

Highly professional and customer-focused driver with extensive experience in transportation and guest services. Adept at providing safe, punctual, and hospitable transfers while maintaining vehicle cleanliness and operational efficiency. Strong interpersonal and communication skills with a commitment to delivering exceptional guest satisfaction. Additionally, possesses solid computer knowledge, including Microsoft Office (Word & Excel), data entry, report generation, and basic troubleshooting.

Core Competencies / Skills

- Guest Service & Hospitality
- Safe Driving & Route Planning
- Vehicle Maintenance & Safety Inspections
- Strong Communication & Interpersonal Skills
- Teamwork & Collaboration
- Computer Literacy (Microsoft Office, Data Entry, Report Generation)
- Attention to Detail & Professionalism

Work Experience

VIP Driver

US Department of State (US Camp – Al Saliya), Vistas Global – Qatar,
September 2023 – April, 2025

- Provide high-level transportation services to VIPs, ensuring comfort and security.
- Conduct routine vehicle checks to maintain operational readiness.
- Maintain clear and professional communication with clients and supervisors.
- Adhere to strict safety and security protocols while executing guest transfers.
- Utilize computer skills for logging trip details and maintaining vehicle records.

Taxi Driver (Night Shift)

Mowasalat – Karwa (via Management Solutions International)
June 2024 – September 2024

- Offered efficient and safe transportation services, optimizing routes for smooth transfers.
- Provided exceptional customer service, ensuring guest satisfaction.
- Maintained accurate trip logs using digital systems and followed company protocols.

Limousine Driver

Naz Limousine – Qatar, April 2023 – September 2023

- Delivered premium guest transfer services for high-profile events.
- Assisted clients with luggage handling and ensured a luxury experience.
- Maintained a professional appearance and adhered to company service standards.
- Used GPS applications and digital logs for efficient trip planning.

Uber Driver

Ghana, April 2018 – December 2022

- Provided seamless transportation services while maintaining high customer ratings.
- Assisted passengers with luggage and ensured a comfortable ride experience.
- Managed ride earnings and reports using mobile applications.

Transport & Warehouse Unit Supervisor

Ocean Spring Natural Mineral Water – Ghana, February 2016 – March 2018

- Managed transport logistics and ensured timely deliveries.
- Scheduled vehicle maintenance to minimize downtime and maximize efficiency.
- Utilized Microsoft Excel and database systems to track inventory and prepare reports.

Education

- West African Senior Secondary Certificate Examination – General Arts
- Nsein Senior High School, Ghana – May 2007

Certifications

- Smith System Certification , October 2023
- Qatar Light Vehicle Driver's License (Manual) – April, 2023

References

Available upon request.