

SHINU ALEXANDER

PROFESSIONAL SUMMARY

A professional driver with extensive experience in safe and efficient transportation. Skilled in route planning, vehicle maintenance, and customer service. Known for strong team collaboration and adaptability to changing schedules. Proven ability to handle various delivery tasks and ensure punctual, safe transportation. Experienced in driver training, using effective teaching methods and clear communication to educate learners on road safety and vehicle handling. Committed to high standards and results-oriented performance, fostering a patient and supportive environment that enhances student confidence.

WORK HISTORY

Driving Instructor, 12/2016 - 12/2024

ALKEBRA DRIVING ACADEMY, DOHA, QATAR

- Supported student drivers in hands-on road training.
- Scheduled appointments with students for driving lessons.
- Promoted proactive problem-solving approaches among students, empowering them to make informed decisions in complex driving scenarios.
- Ensured all vehicles were well-maintained, clean, and properly equipped according to state regulations for optimal safety during lessons.
- Knows the traffic rules of Qatar and handle stressful situations on the road skillfully
- Demonstrated commitment to professional development by attending ongoing training sessions and workshops within the industry.
- Enhanced road safety awareness among students through comprehensive defensive driving techniques.
- Increased overall customer satisfaction by providing exceptional service from initial consultation through final evaluation of student progress.

Transport Coordinator, 01/2012 - 04/2015

Abha General Hospital, Saudi Arabia



DOHA QATAR



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Bold Profile

SKILLS

- Excellent communication and customer service skills
- Safe driving practices
- Punctuality
- Loading and unloading
- Workplace safety
- Accident prevention
- Basic mechanical skills
- Cross-cultural sensitivity
- Works well independently and within a team
- Strong observational skills
- Defensive driving techniques
- Route planning
- Effective teaching methods
- Traffic law expertise
- Good judgment
- Leadership qualities
- Vehicle maintenance
- Driver's license requirements
- Local route expertise
- **Languages: Arabic, Hindi, Malayalam, Tamil**

- Coordinated multiple transport projects simultaneously, achieving successful completion within deadlines.
- Established strong relationships with clients, resulting in repeat business and positive feedback.
- Streamlined transport operations by implementing efficient route planning and scheduling techniques.
- Developed comprehensive contingency plans to address unexpected disruptions in transportation processes.
- Ensured timely delivery of goods by closely monitoring shipment progress and addressing potential delays.
- Enhanced customer satisfaction by resolving transportation issues promptly and maintaining open communication lines.
- Maintained compliance with all applicable laws and regulations, reducing the risk of fines or penalties for the company.
- Managed budgets effectively, ensuring cost-efficient use of resources without compromising service quality.
- Collaborated with cross-functional teams to identify areas for improvement in transportation processes, leading to increased efficiency and cost savings.

Fibre Laminator, 01/2007 - 01/2010

Raslaffan GTL Project, Qatar

- Skilled at working independently and collaboratively in a team environment.
- Proven ability to learn quickly and adapt to new situations.
- Excellent communication skills, both verbal and written.
- Worked well in a team setting, providing support and guidance.
- Assisted with day-to-day operations, working efficiently and productively with all team members.

EDUCATION

Diploma in Mechanical Fitter, 01/2014

SN ITC Kottiyam - Kottiyam Kollam

DOCUMENT VALIDITY

- ID Card Expiry Date 2025-12-05
- Passport Expiry Date 2026-09-07
- Residency Expiry Date 2025-12-05
- Driving Licence Expiry Date 2027-01-11