



PERSONAL INFORMATION

Mobile No – 7474 0076

Nationality – Sri Lankan

Date Of Birth - 1994/06/03

Religion – Islam

Marital Status – Single

Address - Doha, Qatar

Driving License – Qatar (Car)

Email : kuttysifan@gmail.com

Visa – Transferable with NOC

LANGUAGE ABILITY

1. English
2. Tamil
3. Malayalam
4. Hindi
5. Arabic
6. Sinhala

MOHAMAD SIFAN MOHAMADU FAWZAR

MESSENGER DRIVER / PRO (MANDHOOB)

CAREER OBJECTIVE

Looking for a suitable position in a well-established organization, where I can enhance my abilities in safe customer service. Wishing to have a good hold and experience in the field of transport and communication.

EXPERIENCE

- ❖ **CEO PERSONAL ASSISTANT AND PRO (2018 – 2021)**
AL MANA PROPERTY – DOHA, QATAR
- ❖ **SALES CUM MERCHANDISER (2015 - 2016)**
LUCKY LAND MILK - SRILANKA
- ❖ **OFFICE HR ASSISTANT AND PRO (2012– 2015)**
CASABLANCA CONSTRUCTION - DOHA, QATAR

DUTIES AND RESPONSIBILITIES

- Accurately stocking and rotating products onto shelves from backroom inventories.
- Assisting visual merchandisers to plan store layouts to promote key lines.
- Maintaining products on Store racks, shelves and displays.
- Rotating products from the back stock to shelf and display locations.
- Efficiently collected and transported various passengers and individuals from their pick-up points to their respective destinations with complete safety
- Assisted other drivers and transport drivers in deciding and planning the traveling routes and considering the passenger needs, least traffic conditions, etc.
- Maintained systematic records regarding the passengers picked and transported, overall fuel charges, total mileage covered, maintenance charges, etc.
- Driving the Head of delegation and appointed staff to appointments and function during working day and after hours as necessary.

SKILLS

Interpersonal sensitivity

Good Negotiation

Communication

Creativity

Disciplined

Team Worked

Self-motivated

Time Management

Adopting dynamic Environment

REFERENCES

- Available Upon Request -

ACCADEMIC QUALIFICATIONS

- Passed G.C.E. (O/L)
- Completed Diploma in OFFICE APPLICATION MS-OFFICE

TECHNICAL AND PROFESSIONAL SKILLS:

- Remarkable understanding regarding various transportation vehicles and other semi-automatic vehicles
- Having knowledge in fixing the technical and some mechanical problems of light vehicle and other associated instruments
- Excellent knowledge regarding the forecasting of climatic features and process of describing the physical features of the assigned destinations or locations
- Skilled in handling special logistics and looking after the route planning process
- Capable of providing exceptional customer service and looking after the advanced security protocols
- Capable of dealing and communicating with diverse kinds of passengers
- A good understanding of what motivates customers to buy products.
- Designing promotions and advertising campaigns.
- Physically fit and able walk around, climb up ladders and move stock around.
- OK with repetitive lifting, bending, pulling and pushing.
- Able to manage several projects/initiatives simultaneously.
- Ability to read and interpret documents such as safety rules, maintenance instructions, etc.

DECLARATION:

I hereby declare that the above-mentioned information is correct and true as per my knowledge.

mohamad sifan