

## **PERSONAL INFORMATION**

**-Name:** Ahmed Hassan Mohammed

**-Job title:** Driver

**-Email:** a.gabora0900@gmail.com

**-Phone:** 33036004 - 51290291

**-Address:** Doha - Al Hilal District, Qatar

**-Driving License:** Valid Qatari Driving License

## **PROFESSIONAL SUMMARY**

Professional driver with experience operating various vehicle types, fully committed to traffic safety regulations and local laws. Possess excellent communication skills and ability to work under pressure, with strong background in administration and journalism that adds value to my work. Known for high responsibility and reliability in executing assigned tasks.

## **WORK EXPERIENCE**

### **Professional Driver :**

Rafeeq Al Darb Delivery Company | January 2024 - December 2024

- Safely operated company vehicles throughout Doha with professionalism
- Strict compliance with all traffic regulations and safety systems
- Organized transport schedules and planned most efficient routes
- Performed basic vehicle maintenance and ensured constant readiness

### **Administrative Supervisor:**

Qanateer Investment Company | November 2019 - October 2022

- Managed and coordinated work of 3 administrative departments and 42 sales windows
- Monitored achievement of key performance indicators for teams
- Organized work schedules and task distribution among employees

### **External Sales Representative:**

Qanateer Investment Company | October 2018 - October 2019

- Achieved monthly sales targets averaging 100%
- Built and developed relationships with 50+ key clients

### **Journalist Editor:**

Al-Akhbar Newspaper | May 2015 - September 2018

- Wrote and edited 15+ weekly press articles
- Conducted journalistic investigations and fact-checking .

### **CORE SKILLS:**

#### **Driving Skills**

- Safe driving in all weather and traffic conditions
- Excellent knowledge of Qatar's road network
- Basic vehicle maintenance

#### **Administrative Skills:**

- Team management and work organization
- Data analysis and performance measurement
- Problem-solving and decision-making

#### **Technical Skills:**

- Microsoft Office (Word, Excel, PowerPoint)
- Modern GPS navigation systems

**Soft Skills:**

- Effective client communication
- Precision under pressure
- Adaptability to changes

**EDUCATION:**

- Bachelor's Degree in Journalism and Publishing  
Omdurman Islamic University | 2009 - 2013

**PROFESSIONAL CERTIFICATIONS:**

- Valid Qatari Driving License
- Preliminary Journalistic Record Certificate (2019)
- Traffic Safety Course (2023)

**LANGUAGES:**

- Arabic:** Native language (full proficiency)
- English:** Good level