



MUHAMMADU AZHAR

MESSENGER CUM DRIVER

Holding Qatar Driving License

CONTACT

+974 50554624

Ashar5073@gmail.com

Madinath khalifa,
Doha Qatar

EDUCATION

Completed in 2005
ZAHIRA COLLEGE

- GCE Ordinary Level

SKILLS

- Customer service
- Merchandising Skills
- Product Knowledge
- Management Skills
- Computer Skills
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Arabic (Fluent)
- English (Fluent)
- Tamil (Fluent)
- Hindi (Fluent)
- Malayalam (Fluent)
- Sinhala (Fluent)

PROFILE

I am a highly motivated and energetic MESSENGER cum DRIVER with 5+ years of experience in developing executing successful PR campaigns for major companies. Seeking a career that is challenging & interesting and lets me work on the leading areas of business marketing, a job that gives me opportunities to learn, innovate and enhance my skills and strength in conjunction with company goals & objectives.

WORK EXPERIENCE

Al Jaber Clearance and Shipping Co. (State of Qatar)

Messenger cum Driver

2020 - PRESENT

- Collecting D/O and Documents from Customer.
- Submitting Documents to the Airport and Seaport.
- Collecting Cheque and Cash from Customer.
- Loaded vehicle and properly secured items to prevent damage during transportation.
- Completed on-time deliveries by choosing the best and most efficient routes.
- Drove company truck for local and intra-state pick-ups and deliveries.
- Loaded and secured items in trucks.
- Verified that vehicle inspection stickers and registrations were current.
- Recorded each delivery using the proper paperwork before leaving the warehouse.
- Inspected truck equipment and supplies and reported problems and safety hazards to supervisors.
- Contacted customers prior to delivery to confirm.
- I am to deliver and document valuables to either banks, businesses, or specific locations with up most punctuality and safety of the package, my self and others.
- Clarifying scheduled and anticipated deliveries before each shift begins.
- Fetching, checking, and signing for parcels at their respective collection points.
- Taking special care to load the parcels into our bag or vehicle in a safe manner.
- Devising and choosing the most effective routes.
- Transporting items to drop-off points.
- Answering recipients' questions about the delivery process.
- Ensuring that both self and the recipient sign all relevant documentation upon delivery.
- Remaining friendly and helpful when conducting duties.

Data Entry & Store in Charge

- Issuing the requested materials from every department.
- Preparing monthly required goods & sending to suppliers & follow up.
- Conducting monthly inventory & reporting to finance department.
- Updating the invoices in POS.
- Checking the quality of goods & quantity on delivery.
- Make sure the goods are allocated designated shelf's.
- Assisting the managers to preparing th reports.
- Conducting the monthly & annual stock tacking.

East West Foods PVT LTD (Sri Lanka)

2012 - 2014

Senior Sales Executive

- Bringing in new clients.
- Ensure delivery of goods to the customers.
- Ensures collection of payments from clients as per terms.
- Introduce and present new products to existing and new.
- Actively participates in sales department meetings, work shops and seminars customer.

 **Personal Details**

- Name : Muhammadu Azhar
- Date of Birth : 12 - 09 - 1989
- Nationality : Sri Lankan
- Marital Status : Married
- QID No : 28914402381 Transferable With NOC

 **References**

- **Available Upon Request**