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Doha, Qatar

Education

BA History

Sir Syed College, Kannur

2012 - 2015

Moothedathu HSS

Thaliparamba, Kannur

2012

Expertise

Excellent driving skills with a clean record

Professionalism and confidentiality

Knowledge of local routes and traffic regulations

Communication and interpersonal skills

Document handling and secure delivery

Ability to work under pressure

Dependability and trustworthiness

Language

English

Hindi

ANSAR HAMZA

Professional Driver cum Messenger



Profile

Reliable and disciplined professional with a strong background as a company driver and office messenger, offering over 7 years of experience in safely transporting personnel and documents, delivering confidential materials, and supporting daily office operations. Proven ability to manage time effectively, navigate city routes efficiently, and provide administrative assistance including document handling, filing, and inter-departmental coordination.



Work Experience

2022 -
Present

The Look Company

Driver cum Messenger

- Responsible for the timely pickup and delivery of sensitive documents, packages, and materials.
- Efficiently planned delivery routes to reduce time and fuel usage.
- Maintained daily travel logs and submitted weekly reports.
- Ensured vehicle cleanliness and performed routine maintenance.
- Delivered with discretion, honesty, and professionalism.
- Supported administrative tasks such as photocopying, scanning, filing, and document collection.
- Maintained a log of incoming/outgoing correspondence and ensured secure handling of confidential documents.
- Acted as a liaison between departments and external stakeholders for document transfer and communication.

2017

-

2022

Pearl Building Maintenance WLL

Driver cum Messenger

- Transported staff and materials across job sites, ensuring punctuality and safety.
- Managed vehicle care, maintenance, and compliance with traffic laws.
- Supervised residential properties, handled rent collections, maintenance, inspections, and tenant communications.
- Supported operational logistics and provided accurate records of vehicle activity.