

CURRICULUM VITAE

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Career Objective

To seek a suitable position in a challenging and stimulating environment envisaging personal growth and career development associating with an organization that provides an ambiance for learning and professional growth.

Work Experience

Delivery Driver: RSPR, Qatar (2019-till date)

- Timely delivery of materials to clients
- Preparing and delivering invoices to clients
- Collection of cheques to deposit in bank
- Tracking and managing vehicle service and maintenance
- Handling storage at warehouse

Transportation Supervisor: AL Dayeen Transports, Qatar. (May 2016 – June 2019)

- Recruit, select, train, assign, schedule, coach, counsel and discipline employees
- Communicate job expectations; planning, monitoring, appraising and reviewing job contributions
- Accomplish operations and organization mission by completing related results as needed
- Manage relationships with key operations vendors
- Track vendor pricing, rebates and service levels
- Meet cost, productivity, and accuracy and timeliness targets
- Review and approve all operational invoices and ensure they are submitted for payment
- Make sure the customer payments on time.

Education

B. Com from ST-STEPHEN'S COLLEGE KERALA INDIA (Kerala University) in 2006 March

Personal Data

Date of Birth	:	07.12.1986
Nationality	:	Indian
Languages	:	English, Hindi, Tamil, Malayalam, Arabic.
Skills	:	Ms word, Excel, WMS,C2C,JDE & TRACK A TOOL
Driving License	:	Indian, UAE & Qatar