Shelton

Location: Al Gharrafa St, Doha, Qatar

Phone: +974 30630326

Email: shelton.sheltu@gmail.com

Nationality: Indian

License: Valid Qatar Driving License (Category S | I)

Language: English, Hindi, Tamil, Malayalam, Kannada

# Objective

Experienced and safety-conscious driver with strong knowledge of Qatar roads and traffic rules. Seeking a position as a company/personal driver where I can utilize my driving expertise, punctuality, and commitment to safety to provide reliable transport services.

# Skills

* Excellent knowledge of Qatar roads, routes, and traffic laws.
* Defensive driving techniques and vehicle maintenance awareness.
* Reliable, punctual, and courteous behavior.
* Familiar with using navigation apps (Google Maps, Waze).

# Education

* DIPLOMA IN TRAVEL AND TOURISM (IATA FOUNDATION) - Montreal, Canada Academy, 2013
* BACHELOR OF ARTS - DR. C.V. Raman University

# Availability

Immediate joining. Willing to work flexible hours and weekends.

# Work Experience

Secretary – Sultan Hassan Trading, Contracting and Services, Doha

Jan 2025 – Present

* Managed transport arrangements for clients and internal staff.
* Ensured timely dispatch and coordination with service team
* Built and maintained strong relationships with premium clients, serving as a key point of contact for service queries and account management.
* Handled client inquiries across multiple channels (in-person, phone, online), delivering prompt and comprehensive service information
* Identified upselling opportunities by promoting relevant products/services to existing clients.
* Assisted the sales team with identifying potential customers and preparing quotations.

POS Sales Representative – Assert Solutions, Bangalore, India.

SENIOR TRAVEL SALES EXECUTIVE

* Planned and booked domestic and international travel packages, including flights, accommodations, transportation, and tours for leisure and business clients.
* Delivered personalised travel recommendations based on customer interests, preferences, and budget.
* Negotiated competitive rates with hotels, airlines, and tour operators to maximise customer value.
* Processed payments, issued travel documents, and coordinated with suppliers to confirm all bookings.
* Addressed travel disruptions, cancellations, or itinerary changes efficiently to minimise client inconvenience.
* Consistently achieved monthly sales targets and contributed to a 15% increase in repeat business.