

AJINAS KARUNGAL

Reliable and Experienced Driver cum Messenger -
Skilled in Safe Driving, Confidential Deliveries, and
Administrative Support

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Contact Nos. +974 333 874 99

D.O.B: 17-04-1988

Driving License: Qatar & India

Marital Status: Married

Passport No.: P6217792

Visa Status: Work Visa (Transferable)



Objective

Reliable and dedicated **Driver cum Messenger** with over 10 years of experience in transportation, document handling, and administrative support. Proficient in navigating city routes, managing tight schedules, and ensuring secure delivery of confidential materials. Known for professionalism, strong communication, and multitasking in fast-paced environments. Adept at supporting office functions, maintaining vehicle readiness, and building trust with internal departments and clients. Seeking a position in a reputable organization where I can contribute to smooth operations through dependable logistics, messenger services, and proactive administrative assistance.

Skills

Technical Skills

- Safe Driving Practices (City & Highway)
- Route Planning & GPS Navigation
- Vehicle Inspection & Basic Maintenance
- Delivery & Logistics Coordination
- Document Delivery & Collection
- Microsoft Office (Word, Excel)
- Operating Scanners, Photocopiers & Office Equipment
- Record-Keeping & Delivery Log Management

Administrative Skills

- Basic Clerical Support
- Time-Sensitive Document Handling (e.g., visas, permits)
- Confidential Document Management
- Report Writing (Delivery Status, Vehicle Checklists)
- Coordination with Admin, Procurement & Site Teams
- Understanding of Office Protocols and Workflows

Soft Skills

- Strong Communication (Verbal & Written)
- Reliability & Punctuality
- Team Collaboration & Support
- Multitasking in High-Pressure Situations
- Professionalism & Confidentiality
- Customer Service Orientation
- Flexibility & Willingness to Assist in Multiple Roles

Work Experience

Driver

ALPHA POINT TRADING & CONTRACTING

Doha, Qatar | January 2020 – Present

- Delivered shipments efficiently by selecting optimal routes and confirming delivery times with customers.
- Completed paperwork and obtained necessary signatures for deliveries.
- Followed safe loading/unloading procedures, including handling hazardous materials.
- Recorded delivery status accurately and communicated any customer feedback.
- Assisted in planning delivery schedules to maximize efficiency and reduce costs.
- Delivered construction materials to project sites and collected supplies from vendors, ensuring accuracy and timely handover.
- Provided on-call driving and delivery support for urgent site requirements.
- Maintained vehicle cleanliness and ensured it was stocked with necessary emergency tools and documentation.
- Built strong relationships with suppliers and site supervisors to ensure efficient coordination.

Driver cum Messenger

QATAR-POST

Doha, Qatar | July 2011 – October 2019

- Handled official documents, invoices, and contracts between offices and clients, ensuring confidentiality and punctual delivery.
- Assisted the admin department with document filing, photocopying, and basic clerical tasks when not on delivery duty.
- Conducted pre- and post-trip vehicle inspections to ensure roadworthiness and reported any maintenance issues promptly.
- Planned delivery routes based on traffic and schedules, optimizing time and fuel efficiency.
- Maintained accurate delivery logs, received signatures, and ensured all records were filed correctly.
- Adhered to company policies, traffic regulations, and safety standards to promote a secure working environment.
- Managed urgent government submissions and collections, including visas, permits, and legal documents.
- Served as backup receptionist during peak office hours, assisting visitors and managing incoming documents.
- Maintained high standards of confidentiality and professionalism, especially when handling legal and financial documents.

Strengths.

- Positive attitude, punctual, self-confidence and co-operative.
- Self- motivated and as a team player delivering results under pressure.
- Well experienced in building relationship, team leadership, problem solving, and time management.
- Analytical and Problem-solving skills- can easily adopt with different nationality.

Languages known.

- English (Fluent)
- Hindi (Fluent)
- Arabic (Intermediate)
- Malayalam (Native)

Education

Higher Secondary Education in 2005 from Board of higher secondary department Kerala.