

Mohamed Isthikam

Messenger

+974 7013 7835 isthikammum94@gmail.com

Old Airport, Doha, Qatar Mohamed Isthikam



PROFILE SUMMERY

Reliable and safety-conscious **Messenger** with 8 years of experience in document handling, delivery services, and office support. Skilled in maintaining delivery schedules, ensuring vehicle safety, and providing courteous service. Holds a valid Qatar Driving License and experienced in working under time-sensitive environments.

PROFESSIONAL EXPERIENCE

Falih Nassar Falih Establishment (5 years) Messenger

2020 – present
Doha, Qatar

- Coordinated timely pickup and delivery of important documents, packages, and supplies across various departments and external locations.
- Deliver and collect items, documents, passes, invoices, and other materials, ensuring proper acknowledgments.
- Submit custom documents and obtain clearances efficiently.
- Collect delivery orders, certificates of origin, and payment cheques.
- Maintained detailed logs of deliveries, pickups, and fuel usage to ensure proper documentation.
- Transport employees and visitors safely to designated locations.
- Conduct routine inspections to ensure vehicle safety and report maintenance issues.
- Maintain cleanliness and presentability of assigned vehicles.

Al Faraj Customs Clearance (3 years) Messenger

2017 – 2020
Doha, Qatar

- Delivered official documents and packages to various local destinations
- Delivered items to clients and suppliers, ensuring accuracy and timeliness.
- Managed mail collection and distribution within the organization.
- Maintained records of deliveries and schedules to meet deadlines.
- Assisted with administrative support and inventory tasks.
- Provided excellent customer service, resolving delivery-related queries.
- Followed assigned routes and schedules to ensure optimal fuel efficiency and timely deliveries.
- Assisted in the completion and submission of government or port documentation, including clearance forms.

EDUCATION

Islamic Banking & Finance 2015
BIT & Lexicon Sri Lanka

Diploma in English & Computer Studies 2014
IBSL Sri Lanka

G.C.E. Advanced Level 2013
Dept. of Examination Sri Lanka

G.C.E. Ordinary Level 2010
Dept. of Examination Sri Lanka

SKILLS

Hard Skills

- Route Navigation & Optimization
- Document Collection & Submission
- Courier & Parcel Delivery
- Vehicle Safety Inspections
- Basic Vehicle Maintenance
- Customs Documentation Handling
- Recordkeeping & Delivery Logs

Soft Skills

- Time Management
- Attention to Detail
- Punctuality & Reliability
- Communication Skills
- Problem Solving
- Customer Service
- Adaptability
- Professionalism
- Multitasking
- Integrity & Trustworthiness
- Team Collaboration

Technology & Tools

- Google Maps / Waze / GPS Devices
- Microsoft Office (Word, Excel, Outlook)
- Email & Document Scanning Apps
- Fleet Management Software
- Digital Signature Capture Tools
- Mobile Communication Devices

LANGUAGES

English	● ● ● ● ●	Arabic	● ● ● ● ●
Tamil	● ● ● ● ●	Hindi	● ● ● ● ●
Malayalam	● ● ● ● ●	Sinhala	● ● ● ● ●

CERTIFICATES

Driving License: Valid Qatar Driving License

REFERENCES

Mohamed Irfan, *PRO*, Falih Nasser Falih Establishment
irfanihsany@gmail.com, +974 66943839

Shifan, *Admin Department*, Doha Bank
shifanrifa1@gmail.com, +974 30108732

Mohamed Isthiqam