



MUJIBUR RABEEK

Driver cum Messenger

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Doha, Qatar

mujiburra755@gmail.com

Professional Summary

Dependable and disciplined Driver cum Messenger with over 5 years of experience handling transportation, document delivery, and support services in construction and contracting companies. Proven track record of safe driving, timely task execution, and maintaining confidentiality in handling official materials. Seeking a challenging role where I can utilize my driving skills, knowledge of local routes, and commitment to reliability to support smooth business operations.

Work history

DRIVER CUM MESSENGER, Oct 2024 - Current

First Line Contracting Company, Doha

- Picked up and delivered official documents, cheques, invoices, and materials between offices, suppliers, and project sites.
- Handled bank-related errands, visa submissions, and government transactions as instructed by admin/HR.
- Maintained a log of daily trips and ensured timely delivery with proper acknowledgment.
- Performed basic vehicle checks to ensure cleanliness, fuel level, and roadworthiness.
- Assisted with the movement of urgent materials to and from the store/site locations.
- Followed all Qatar traffic regulations and ensured document security and confidentiality
- Logged daily activities, trip schedules, and deliveries for reporting purposes.
- Provided administrative assistance, including photocopying, collection, and filing.
- Supported HR and Admin departments with coordination during staff mobilization, medicals, and labor camp visits.
- Acted as a liaison between site teams and external stakeholders, ensuring smooth communication and timely submissions.

DRIVER CUM SITE SUPPORT, July 2019 – May 2024

MAK Enterprises, Chennai, India

Key Responsibilities:

- Managed local pickups and deliveries for construction material, purchase orders, and internal documents.
- Supported office staff by submitting tenders, quotations, and coordinating with local vendors.
- Scheduled routes for optimal efficiency and reduced delays.
- Provided ad-hoc support at the site when required (store movement, unloading, etc.).
- Maintained vehicle servicing schedules and reported any mechanical issues
- Assisted with local purchasing and submitting quotations to office staff when requested.
- Supported procurement team in verifying delivery notes and confirming material quantities during pickups.

License Details	<ul style="list-style-type: none">Qatar Driving License – Light VehicleIndian Driving License – Light Vehicle (PSV Badge)
Key Skills	<ul style="list-style-type: none">Safe and Responsible DrivingTimely Document & Material DeliveryKnowledge of Local Roads & RoutesVehicle Maintenance ChecksCourier/Document HandlingCommunication & Confidentiality
Education	<p>B.E. Electrical & Electronics Engineering – Anna University 2012–2015 CGPA: 6.2</p> <p>Diploma in Electrical & Electronics Engineering – 2009–2012 84%</p>
Personal Information	<p>Date of Birth: 04/20/90</p> <p>Nationality: Indian</p> <p>Marital Status: Married</p> <p>Passport No: AD477832 Valid until 29-Jun-2035</p> <p>Driving License: Qatar (Light Vehicle), India (PSV Badge)</p>
Languages	<p>English</p> <p>Tamil</p> <p>Hindi</p> <p>Malayalam</p>
Strengths	<p>Excellent Knowledge of Local Routes</p> <p>Time Management</p> <p>Confidentiality & Trustworthiness</p> <p>Vehicle Maintenance Awareness</p> <p>Multi-Tasking Ability</p>
Declaration	<p>I hereby declare that the above information is true and correct to the best of my knowledge and belief.</p>