



ROJOMON KURIAKOSE

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Doha, Qatar

ABOUT ME

A highly dedicated and experienced Driver cum Messenger with over 10 years of expertise in logistics and purchasing support. Skilled in safely transporting goods, documents, and materials between clients, vendors, and internal departments, ensuring timely deliveries and efficient operations. Adept at managing inventory, coordinating with suppliers, and assisting in procurement activities. Proficient in maintaining vehicles, ensuring cleanliness, regular servicing, and safety standards. Known for handling important documents with confidentiality and accuracy, maintaining detailed records of deliveries, and optimizing workflows to support various departments. A reliable and proactive professional focused on providing seamless logistical and administrative support.

WORK EXPERIENCE

February 2019 – Present

DRIVER CUM MESSENGER & PURCHASING DEPARTMENT

ABDULAZIZ BIN JASSIM REALESTATE GROUP, DOHA-QATAR

- Responsible for delivering and collecting documents, packages, and supplies from vendors, clients, and internal departments in a timely and efficient manner.
- Provide logistical support to the purchasing team by transporting items, equipment, and materials required for procurement activities, and ensuring proper handling and delivery.
- Help in monitoring and managing stock levels for purchasing items, ensuring that supplies are available when needed, and assisting with restocking.
- Ensure the proper handling and transportation of important documents, purchase orders, contracts, and invoices, maintaining confidentiality and accuracy.
- Assist the purchasing department in coordinating with suppliers and vendors for deliveries, pickups, and returns, ensuring smooth communication and follow-up on orders.
- Maintain the vehicle in good condition, ensuring that regular servicing and maintenance schedules are followed, and ensuring the vehicle meets safety standards.

December 2011- January 2019

DRIVER CUM MESSENGER

ALPHATECH ENGINEERING SERVICES & TRADING COMPANY, DOHA-QATAR

- Safely transport goods, documents, and materials to and from clients and vendors.
- Assist in delivering and collecting important company documents and correspondence.
- Maintain the company vehicle, ensuring cleanliness, proper functioning, and timely servicing.
- Ensure timely and accurate documentation of deliveries and collections, maintaining records of transactions and receipts.
- Collaborate with other departments to coordinate deliveries, helping optimize workflow and ensure efficient operations within the company.

EDUCATION & TRAININGS

- **PLUS TWO**
Central Board of Secondary Education, India
- **SSLC**
Board of Public Examination, Kerala, India

LANGUAGE SKILLS

MOTHER TONGUE(S): Malayalam

Other Language (s): Hindi

English

Listening	Reading	Spoken Production	Spoken Interaction	Writing
C1	B2	A2	B1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

ADDITIONAL INFORMATION

KEY SKILLS

- Logistics & Transportation
- Document Handling & Delivery
- Procurement Support
- Inventory Management
- Vendor Coordination
- Supply Chain Support
- Confidentiality & Accuracy
- Time Management
- Route Planning & Navigation
- Customer & Vendor Relations
- Vehicle Maintenance & Safety
- Records & Documentation Management
- Communication Skills
- Problem-Solving
- Multi-Tasking
- Administrative Support
- Purchase Order Processing
- Attention to Detail

COMPUTER KNOWLEDGE

- MS Office
- Internet & Email management

DRIVING LICENSE

Valid Qatar Driving License

License No : 28535634870

Valid Indian Driving License

License No : KL33 20080000438

PERSONAL DETAILS

Nationality : India
Sex : Male
DOB : 29/03/1985
Marital status : Married

PASSPORT INFO

Passport No : N4835657
Date of Issue : 11/09/2016
Date of Expiry : 10/09/2026

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

ROJOMON KURIAKOSE