



MOHAMED RIYAS MOHAMED

DRIVER / MESSENGER

CONTACT

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Al Aziziya, Doha – Qatar

EDUCATION

OTTAMAVADI CENTRAL COLLEGE

- GCE Advanced Level (High School Diploma)

TECHNICAL PROFICIENCY

- Microsoft Office (Excel, Word, Outlook)
- GPS Navigation Tools
- Digital Communication Platforms
- Basic Vehicle Maintenance

SKILLS

- Leadership & Team Collaboration
- Time Management & Multi-tasking
- Problem Solving & Decision Making
- Attention to Detail
- Reliability & Work Ethic

LANGUAGES

- English (native)
- Arabic (native)
- Hindi (native)
- Tamil/Malayalam (fluent)
- Sinhala (fluent)

PROFILE

Reliable and safety-conscious Driver and Messenger with over 11 years of experience in Qatar. Skilled in efficient route planning, secure document handling, timely deliveries, and routine vehicle maintenance. Adept at maintaining confidentiality, following schedules, and supporting office operations with professionalism and punctuality.

CORE COMPETENCIES

Experienced in driving safely and efficiently, with strong skills in planning routes and managing time to meet tight deadlines. Proficient in using GPS systems for navigation and in conducting regular vehicle inspections to ensure roadworthiness. Trusted with the secure and timely delivery of documents, and known for clear and professional communication with team members and clients. Highly dependable, maintaining strict confidentiality and exhibiting strong work ethics. Fluent in multiple languages including Arabic, Hindi, English, Tamil, and Sinhala, which aids in smooth communication in a multicultural environment.

WORK EXPERIENCE

Driver / Messenger

AUG 2021 – APR 2025

Ebaad Al Doha Contracting - Al Rayyan, Qatar

- Transported company documents, packages, and staff between offices, ministries, and project sites.
- Conducted daily vehicle inspections to ensure safety and cleanliness.
- Delivered sensitive HR and financial documentation with high confidentiality.
- Managed collection and distribution of mail and packages.
- Assisted in obtaining and renewing gate passes, permits, and other logistical documents.
- Maintained accurate records of trips, fuel usage, and vehicle servicing.

Driver / Messenger

FEB 2014 – MAY 2021

Najma Althahabiah Contracting - Al Rayyan, Qatar

- Safely transported personnel, documents, and materials across Doha.
- Coordinated with administrative staff to schedule pickups and deliveries.
- Collected and submitted applications and official documents to various government departments.
- Supported internal logistics by moving equipment and supplies between job sites.
- Ensured proper upkeep and timely servicing of assigned vehicles.