

SHAHID MAHMOOD

REPRESENTATIVE / PERSONAL / EXECUTIVE DRIVER

CONTACT

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Address: Al khor, Qatar

EDUCATION

INTERMEDIATE • AUG-2008

Govt Boys Collage, Kasur, Pakistan

KEY SKILLS

Excellent driving skills with clean driving record

Familiar with luxury, armored, and high-end vehicles

Defensive and safe driving techniques

Knowledge of local traffic rules and regulations

High level of confidentiality and trustworthiness

Presentable appearance and courteous manner

LANGUAGE

- English
- Arabic
- Urdu

PROFILE

Professional and highly reliable Representative / Personal/Executive Driver with over 15 years of experience providing safe, punctual, and high-quality chauffeur services to private individuals, executives, VIPs, and senior management. Skilled in driving luxury vehicles with a strong focus on confidentiality, road safety, and customer service. Proven ability to manage routes efficiently, maintain vehicle cleanliness and readiness, and handle last-minute schedule changes with professionalism

EXPERIENCE

LIMOUSINE DRIVER • NOV 2019 TO AUG 2025

LIMOUSINE, UBAR, QATAR

- Safely transport passengers to and from assigned locations in a timely and courteous manner
- Provide high-quality customer service, ensuring a comfortable and professional experience
- Maintain cleanliness and presentation of the vehicle at all times (interior and exterior)
- Use GPS or app-based navigation tools to determine the best routes and avoid traffic
- Assist passengers with loading/unloading luggage or personal belongings
- Ensure passenger safety by adhering to all traffic laws and company safety protocols

POSITION: REPRESENTATIVE (OUT DOOR DOCUMENTATION)

DURATION: JAN 2009 TO JAN 2018

COMPANY: Falcoon Freight Co. Jeddah, Saudi Arabia

- Collect, deliver, and submit documents between site offices, main office, and client or authority offices.
- Ensure timely handover and receipt of permits, drawings, reports, and other official paperwork.
- Coordinate with project teams, engineers, and admin departments for required documentation.
- Maintain a log or register of all outgoing and incoming documents for tracking and accountability.
- Follow up on document approvals, signatures, and clearances with concerned departments.
- Handle urgent document transfers between departments and external agencies.