



JAFAR SADIQUE

CONTACT ME AT



DOHA, QATAR



jafarsadiquepoyil@gmail.com



+97455747805



Jafar Sadique

PERSONAL DETAILS

Date of Birth :13-08-1992

Nationality :Indian

Marital Status :Married

Passport No :T8040469

Visa Status :Residence Visa

QATAR Driving License No:29235609450

SOFTWARE KNOWN

•••• Ms Word

•••• Ms Excel

•••• Tally

•••• Outlook

LANGUAGES KNOWN

📖 ENGLISH

📖 HINDI

📖 ARABIC

📖 MALAYALAM

DRIVER CUM MESSENGER

PERSONAL PROFILE

A reliable and experienced driver with over 10 years of driving and messenger experience. Skilled in ensuring timely deliveries, maintaining safe driving practices, and providing exceptional customer service. Adept at handling packages with care and efficiency, managing routes effectively, and adapting to changing conditions. Seeking a position where my driving and delivery expertise can contribute to the success and efficiency of a dynamic organization.

PROFESSIONAL EXPERIENCE

Foredian Trading W.L.L. | Doha, Qatar
(Mar.2014 - Currently working)

Driver cum Messenger

- Safely operated company vehicles, strictly adhering to all traffic laws, regulations, and company policies to ensure the safety of passengers, goods, and the general public..
- Managed time efficiently to meet deadlines and schedules for transportation services.
- Provided transportation for office errands, deliveries, and pick-ups as required.
- As directed, be responsible for the maintenance of designated vehicles and carry out weekly vehicle checks. May include checking of radar on daily or weekly basis and register in the vehicle logbook.
- Delivered documents, packages, and materials to clients, ensuring on-time and accurate deliveries.
- Maintained an accurate and detailed delivery log, regularly updating status reports to ensure timely tracking and completion of all deliveries.
- Assisted with pick-ups and drop-offs at designated locations, ensuring confidentiality and safety of sensitive materials.
- Provided excellent customer service by addressing customer queries and requests promptly.
- Efficiently managed schedules and optimized routes, minimizing delays and reducing fuel costs while ensuring timely and cost-effective deliveries.
- Delivered a variety of items, including documents, packages, and goods, ensuring prompt and secure deliveries to clients and businesses across various locations.
- Provided excellent customer service by answering inquiries, confirming delivery details, and maintaining a professional demeanor with clients.
- Managed multiple deliveries per day while ensuring all deadlines and customer expectations were met.
- Verified delivery addresses and collected signatures or proof of delivery to ensure accurate record-keeping and successful transactions.
- Communicated with dispatch and clients to provide updates on delivery progress and resolve any issues promptly.
- Processed and maintained all delivery-related paperwork, including receipts, delivery logs, and invoices, ensuring proper documentation and compliance with company standards.
- Supported the administrative team by assisting with office errands, filing documents, and delivering important correspondence to clients and partners.

Tile Zone | Kerala, India
(Jan 2011 - Feb 2014)

Sales Cordinator

- Handle the processing of customer orders from initial inquiry to delivery, ensuring timely and accurate order fulfillment.
- Coordinate with the warehouse and shipping teams to ensure products are delivered on schedule.
- Support the sales team by managing the flow of information and ensuring timely and accurate communication between departments.
- Provided administrative support by preparing contracts, invoices, and quotations.
- Process customer orders, track deliveries, and handle customer inquiries and complaints.
- Develop and maintain relationships with clients, ensuring high levels of satisfaction and repeat business.
- Assist with inventory management, ensuring adequate stock levels for customer orders.
- Organize and attend sales meetings, conferences, and events as needed.
- Assisted in preparing monthly, quarterly, and annual sales forecasts and reports for senior management.
- Coordinated product deliveries and ensured timely fulfillment of customer orders.
- Processed orders and maintained customer records in the CRM system.
- Ensured smooth communication between the sales team, logistics, and finance departments.
- Assist in the planning and execution of sales-related events, trade shows, and promotional activities. Manage logistics, invitations, and follow-up communications.
- Developed a deep understanding of the company’s product offerings and the competitive landscape to support the sales team with relevant information when engaging with clients.

E D U C A T I O N A L H I S T O R Y

HIGHER SECONDARY EDUCATION

Board of Higher Secondary Education, Kerala, India

SECONDARY EDUCATION

Kerala State Education Board, Kerala, India
