



# MUHAMMED AZIF

## MESSENGER

Doha, Qatar



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Reliable and experienced Messenger with over 9 years of proven expertise in logistics coordination, secure document and item delivery, and high-standard customer service across leading companies in Qatar, including QCAL (Petrotec) and Intertek International Global. Demonstrates a strong ability to manage gate pass processes, handle confidential and time-sensitive materials, perform accurate payment collections, and support bank-related activities. Recognized for safe driving practices, organizational skills, and strong communication. Background also includes 4+ years in luxury hospitality as a Valet Parking Attendant, reinforcing a customer-focused approach and attention to detail. Holds certifications in IOSH Managing Safely, adding value to safety-driven and regulated environments. Seeking to contribute reliability, efficiency, and professionalism in a messenger or logistics support role.

## Experience

### MESSENGER

12/2024 – 01/2025

#### INTERTEK INTERNATIONAL GLOBAL

- ❖ Coordinated gate pass application submissions and collections, ensuring timely access for employees and materials.
- ❖ Managed and executed various bank-related activities including document submissions and financial transactions.
- ❖ Transported liquid samples securely to laboratories, following safety and handling protocols.
- ❖ Collected payments from clients while maintaining accurate records and ensuring proper documentation

### MESSENGER

11/2019 – 08/2024

#### QCAL (QATAR CALIBRATION SERVICE), PETROTEC

- ❖ Handled the receipt and delivery of calibration equipment and sensitive instruments to and from clients with high accuracy.
- ❖ Delivered calibration certificates and invoices to clients, ensuring proper documentation and timely acknowledgment
- ❖ Collected signed delivery confirmations and maintained systematic records.
- ❖ Coordinated the delivery and receipt of tender and contract documents, supporting the procurement and sales teams
- ❖ Managed the secure transportation of company materials and liquid samples to designated locations, including laboratories.
- ❖ Conducted payment collections from clients and supported various bank-related tasks
- ❖ Submitted and collected gate pass applications to facilitate smooth site entry for personnel and materials.

### VALET PARKING ATTENDANT

02/2015 – 08/2019

#### RITZ CARLTON, GRAND HYATT, ROTANA, KEMPINSKI, ST. REGIS, FOUR SEASONS, MONDRIAN

- ❖ Greeted guests warmly, ensuring a professional and welcoming first impression of the establishment.

- ❖ Assisted guests with opening and closing vehicle doors and supported them with luggage handling.
- ❖ Operated and parked guest vehicles safely and responsibly, adhering to all traffic and hotel safety protocols.
- ❖ Maintained an organized key management system to ensure efficient retrieval and return of vehicles.
- ❖ Promptly returned vehicles to guests upon request, delivering excellent customer service.
- ❖ Provided special assistance to disabled and guests with special needs, ensuring comfort and accessibility.
- ❖ Conducted thorough vehicle inspections to identify and report any damages before and after service.

## Education

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### **BSC CATERING AND HOTEL ADMINISTRATION.**

**GRACE INSTITUTE HEALTH AND MANAGEMENT, TAMIL NADU, INDIA.**

### **DIPLOMA IN FIRE AND SAFETY**

**WORLD HUMAN RESOURCES DEVELOPMENT EDUCATION, TRIVANDRUM, INDIA.**

### **AUTO ELECTRICIAN COURSE**

**GOVERNMENT POLYTECHNIC COLLEGE, ATTINGAL, INDIA.**

### **HIGHER SECONDARY**

**KERALA STATE BOARD OF EDUCATION, INDIA.**

## Certifications

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### **MANAGING SAFELY**

**INSTITUTION OF OCCUPATIONAL SAFETY AND HEALTH (IOSH), IN ASSOCIATION WITH DOHA INDUSTRIAL SAFETY SERVICES**

### **FIRE PREVENTION AND FIRE FIGHTING**

**FIRE FIGHTING TRAINING CENTRE, COCHIN SHIPYARD LIMITED, KOCHI, INDIA**

## Areas of Expertise

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- ❖ Client Communication & Support
- ❖ Key Management & Organization
- ❖ Tender & Contract Document Handling
- ❖ Customer Service in Hospitality Settings
- ❖ Gate Pass Coordination
- ❖ Payment Collection & Recordkeeping
- ❖ Bank-Related Transactions
- ❖ Secure Sample Transportation
- ❖ Vehicle Operation & Safety Protocols
- ❖ Route Planning & Time Management
- ❖ Team Collaboration & Problem Solving
- ❖ Maintained keys and reported vehicle damages.

## **Skills**

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- ❖ Basic Computer & Email Handling
- ❖ Document Scanning & Printing
- ❖ MS Office (Word, Excel – for logs and reports)
- ❖ Recordkeeping & Filing Systems

## **Personal Details**

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Nationality	: Indian
Date of Birth	: 18/10/1994
Visa Status	: Resident Visa
Language	: English   Hindi   Malayalam   Tamil
Driving License	: Qatar Driving License Holder