

JAFAR SADIQUE

Driver cum Messenger

Doha, Qatar | +97455747805 | [LinkedIn Jafar sadique](#)

Jafarsadiquepoyil@gmail.com

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.

WORK EXPERIENCE

Driver cum Messenger Oct 2017 – Present

Foredian Trading W.L.L. | Doha, Qatar

- 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.
- 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.

Exicutive Driver Aug 2014 – Sep 2017

Private VIP Driver . | Doha, Qatar

- Provided daily transportation to family members, children, and guests.
- Ensured vehicles were consistently maintained in pristine condition, including regular cleaning, fueling, and coordinating scheduled servicing and inspections.
- Planned optimal routes to avoid traffic and ensure timely arrival.
- Ensured safety and comfort of passengers at all times.

- Provided timely and secure transportation for executives and VIP clients to corporate meetings, international airports, and formal social gatherings, maintaining the highest standards of discretion and professionalism.
- Tasked with transporting sensitive documents and materials between corporate offices and private residences, ensuring zero breaches of confidentiality or delays.

Sales Coordinator Jan 2011 - July 2014

Tile Zone | Kerala India

- 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.
- Ensured smooth communication between the sales team, logistics, and finance departments.
- 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.
- Process orders, prepare sales documents (quotes, invoices), and maintain accurate records in CRM.
- Compile weekly and monthly sales reports for senior management.
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EDUCATION

Higher Secondary Education

Board of Higher Secondary Education, Kerala, India

Secondary Education

Kerala State Education Board, Kerala, India

SOFTWARE KNOWN

- Ms Word
- Ms Excel
- Tally
- Outlook

LANGUAGE KNOWN

- English
- Hindi
- Arabic
- Malayalam

PERSONAL DETAILS:

Visa status: Qatar Residence Visa

DOB: 13.08.1992

Nationality: Indian

Qatar Driving License No:29235609450