

MOHAMMED SWALIH V

To contribute effectively to a progressive organization that offers opportunities for professional and personal growth, while continuously developing my skills to take on greater responsibilities and advance within the organization.



CONTACT

Phone : +974 66794921

Email : swalihv03@gmail.com

Location : Building Number 10, Al Fudda Street, Al Wakrah, Qatar

PROFESSIONAL SKILLS

- Route Planning & Navigation
- Vehicle Maintenance & Safety Compliance
- Team Coordination & Scheduling
- Client & VIP Transport Handling
- Administrative & Logistical Support
- Time Management & Multitasking
- Patient Assistance & Mobility Support
- Customer Service & Hospitality
- Emergency Response & First Aid Awareness
- CCTV Installation

COMPUTER SKILLS

- MS OFFICE (WORD, EXCEL)
- PHOTOSHOP
- INTERNET AND E-MAIL

LANGUAGES KNOWN

- English
- Arabic (Beginner)
- Hindi
- Malayalam

WORK EXPERIENCE

DRIVER / COORDINATOR

ROSE GARAGE – Qatar

December 2023 - February 2025

Key Responsibilities

- Safely transport executives, staff, and clients to various destinations, ensuring professionalism, punctuality, and strict adherence to traffic laws.
- Coordinate staff travel schedules, assign vehicles based on operational needs, and monitor vehicle usage.
- Maintain vehicle cleanliness, conduct routine checks, and schedule timely maintenance and repairs to minimize downtime.
- Collaborate with various departments to plan and execute logistical support for company operations and external assignments.
- Assist in document handling and official errands including bank runs, office supplies collection, and client deliveries.
- Support project coordination by preparing status reports, tracking task progress, and communicating updates to stakeholders.
- Maintain accurate travel logs, fuel consumption records, and maintenance documentation for internal audits.
- Resolve transportation-related issues and escalate matters when necessary, ensuring continuous service delivery.

ASSISTANT COORDINATOR (TBS) – FIFA WORLD CUP

Mowasalat (Karwa) – Qatar

October 2022 – December 2022

Key Responsibilities

- Coordinated fleet operations for the FIFA World Cup, ensuring safe and timely transport of teams, VIPs, and officials.
- Monitored bus schedules and implemented adjustments in real-time to address route disruptions or high-demand areas.
- Supervised a team of drivers, assigned duties, monitored attendance, and ensured compliance with transportation standards.
- Assisted in briefing drivers and transportation staff on daily responsibilities, routes, and safety procedures.
- Collected and reported daily trip data to supervisors, including vehicle utilization and service feedback.

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 20/12/2003
Gender : Male
Marital Status : Single
QID No : 30335605032
Visa Status : Visa with NOC

DRIVING LICENSE

Qatar Light vehicles
Indian Light vehicles

CCTV INSTALLER

Genius IT Solution – Kerala, India

April 2023 – October 2023

Key Responsibilities

- Installed and configured CCTV systems, including dome, bullet, and PTZ cameras with DVR/NVR setups.
- Routed CAT5/6 and coaxial cables neatly through residential and commercial properties following electrical and safety codes.
- Conducted site assessments to determine optimal camera placement and coverage.
- Configured remote viewing capabilities via mobile apps and desktop software, enabling clients to monitor in real-time.

EDUCATION

B.Com

JDT Kozhikode ,Kerala

Higher Secondary

PERAMBRA HSS, Kerala

PERSONAL SKILLS

COMMUNICATION

Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

ORGANIZATION

Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management

MANAGEMENT

Management skills to direct others and review others performance

DECLARATION

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

MOHAMMED SWALIH V