NAINA MOHAMED M

① +974 31099779 / +91 6384700299

□ naina.ns01@gmail.com

SUMMARY

Professional and reliable Office Driver with 13 years of experience ensuring safe, punctual, and efficient transportation for executives and staff. Skilled in route planning, vehicle maintenance, and road safety, with a strong commitment to professionalism and service excellence.

RELEVANT SKILLS

Conflict Resolution Safe and punctual transportation **Stress Tolerance** Communication **Navigation Route Planning Vehicle Maintenance** Knowledge of traffic laws & road safety

DRIVING LICENSE DETAILS:

DELIVERDOO, FOOD DELIVERY DRIVER, KUWAIT.

Food Delivery Driver, Feb 2024 – Feb 2025 (1 Year Exp.)

- Pick up food orders from assigned restaurants and outlets.
- Deliver food to customers in a timely, safe, and hygienic manner.
- Verify order details with the restaurant before pickup.
- Ensure the correct items are delivered to the correct address.
- Maintain a clean and organized delivery bag or box.
- Use the mobile app to accept, manage, and complete orders.
- Communicate with dispatch or customer support in case of issues or delays.
- Provide excellent customer service with polite and professional behavior.
- Follow all traffic laws and safety guidelines while driving/riding.

SELF DRIVING, TOURIST.

Self-Driving, Mar 2020 – Jan 2024 (4 Year Exp.)

OIL COMPANY, KUWAIT.

Office Driver, Jan 2016 – Feb 2020 (4 Years Exp.)

HOUSE DRIVER, QATAR.

House Driver, Aug 2013 till Aug 2015 (2 Years Exp.)

Responsibilities:

- Drive family members safely to and from destinations (work, school, shopping, hospital, etc.).
- Maintain cleanliness of the vehicle (inside and outside).
- Perform regular vehicle maintenance checks (oil, water, tires, brakes).
- Schedule and arrange for vehicle servicing and minor repairs.
- Ensure all vehicle documents (registration, insurance) are up to date.
- Plan and follow efficient routes; avoid traffic and delays.
- Be punctual and manage daily driving schedules as per the family's needs.
- Pick up and drop off children to school or activities.
- Run household errands (grocery shopping, bill payments, pick-up/delivery of items).
- Drive family members or guests to/from the airport.
- Maintain discretion and confidentiality about family and household matters.
- Assist with occasional tasks (e.g., loading/unloading items, helping with luggage).
- Coordinate with other household staff if needed.
- Keep a polite, respectful, and professional attitude at all times.
- Follow all Qatar traffic rules and ensure safety while driving.

EDUCATION

Government Higher Secondary School – 2009, Karambakkudi, Pudukkottai District, Tamil Nadu, India.

CERTIFICATION

- Current Valid Qatar Driving License (Light Duty Manual). Valid till 23rd July 2030.
- Valid Indian Driving License Valid till 14th Sep 2031
- Valid Kuwait Driving License Valid till 28th Feb 2025.

PERSONAL DETAILS

• Date of Birth : 08-June-1993

• Passport No. : C8140427 (Valid till: 11-02-2025)

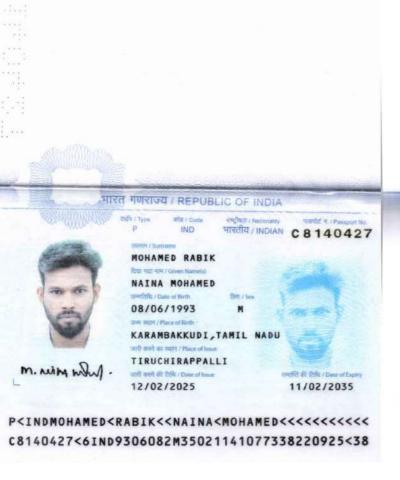
• QID No. : 29335603754

Marital Status : Married.Current Address : Doha, Qatar.

I hereby declare that the details given above are true to the best of my knowledge.

Place : Doha, Qatar. NAINA MOHAMED M

Date :



शिता / कान्मूरी व्यक्तिपावक का नाम / Name of Father / Legal Guardian

MOHAMED RABIK

पारा का नाम / Name of Mother

KANIYAMMAL

विशे या पार्ची का मान Name of Spouse

SUMAIYA BANU

पारा Address

NO:18-K, PERIYAKADAI VEETHI

KARAMBAKKUDI PO & TK, PUDUKKOTTAI

PIN:622302, TAMIL NADU, INDIA

पुरुषे पार्मार्थ का म. और इसके वाली होने की विशेष एवं माराम / Chid Passport No. with Date and Flace of Issue

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