

# Mohammed Thabet

**Driver Messenger | Airport & Administrative Background**

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## Career Overview

Professional Driver / Office Assistant with over 8 years of experience in Qatar, including 3 years at Hamad International Airport, 2 years as a Legal Assistant, and 3 years as an Office Assistant at Al Jazeera Academy. Currently working at Golden Tulip Hotel as a Driver/Guest Services. Skilled in safe driving, messenger duties, office support, and customer service. Seeking to contribute my expertise to Qatar Airways as a Driver / Messenger, ensuring reliable, safe, and professional transport and delivery services.

## Key Skills:

- Valid Qatari Driving License
- Safe driving & messenger services
- Administrative & office support
- Excellent communication (English & Arabic)
- Time management & multitasking
- Customer service oriented

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## Personal Details

Civil Status:	Married
Date of Birth:	04 January 1989
Location:	Doha, Qatar
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## Career Summary

### Driver / Guest Services

**Golden Tulip Hotel - Doha, Qatar - (2025 – Present)**



- Safely transported hotel guests and staff across various locations.
- Handled messenger duties, including delivery of documents and parcels.

- Maintained vehicle cleanliness and reported maintenance needs.
- Assisted with guest services, ensuring high customer satisfaction.

### **Office Assistant**

**El Jazeera Academy- Doha, Qatar-(January 2021 – 2024)**



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- Performed daily administrative tasks: filing, archiving, and document preparation.
  - Assisted teachers and management with logistics and correspondence.
  - Coordinated with staff and external partners to ensure smooth operations.

### **Legal Assistant**

**Law Office - Doha, Qatar-(2020 – 2021)**

- Supported lawyers with case documentation, translation, and client communication.
- Managed filing systems and legal correspondence.
- Assisted in court-related tasks and administrative duties.

### **Airport Supervisor Assistant**

**Mawaqif Hamad International Airport - Doha, Qatar-(2018-2020)**



- Supervised passenger services and ensured smooth operations.
- Assisted with baggage handling and passenger guidance.
- Maintained compliance with airport safety and security standards.

## **Education**

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**Bachelor's Degree in Law**  
**University of Algiers – Algeria**  
**2013**

### **Additional information**

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- Available to join immediately
- Currently in Qatar
- Visa transferable
- Valid residency in Qatar

### **Languages**

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- English: Professional
- Arabic: Native
- French: Professional