

JENEESH NANGADOOR

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Professional Summary

Reliable and safety-conscious driver with over 15 years of professional driving experience, including service as an Embassy Driver for the Korean Embassy in Riyadh. Skilled in defensive driving, vehicle maintenance, and navigating local and international routes. Known for punctuality, discretion, and delivering exceptional passenger comfort for diplomats, executives, and VIP clients. Strong knowledge of traffic laws, embassy security protocols, and diplomatic procedures.

Professional Experience

Driver – Cloud9 SPA and Gym, Doha, Qatar (Sep 2023 – Present)

- Provided safe and punctual transportation for clients.
- Maintained vehicle cleanliness and performed basic maintenance checks.
- Assisted passengers with boarding and luggage handling.
- Kept accurate records of mileage, fuel, and maintenance schedules.

Administration Assistant cum Driver – Embassy of the Republic of Korea, Riyadh, Saudi Arabia (2007 – 2021)

- Safely transported diplomats, officials, and VIP guests to official meetings and events.
- Conducted regular vehicle inspections and preventive maintenance.
- Followed embassy security and confidentiality protocols.
- Assisted with embassy logistics including customs clearance, cargo handling, and document processing.
- Liaised with government offices for vehicle registration, driving licenses, and diplomatic car transactions.

Salesman & Technician — Ghariab Alam al Etisalat, Saudi Arabia (2006 – 2007)

- Handled customer queries, sales documentation, and store operations.
- Ensured store presentation and customer satisfaction.

Administration Assistant — G-Tec Computer Education, India (2002 – 2006)

- Managed student admissions, registrations, and examinations.
- Organized promotional activities and course schedules.
- Coordinated seminars, meetings, and events.

Education

- PG Diploma in Computer Applications (PGDCA) – INFO-TEC Computer Education
- Diploma in Computer Hardware – OZANS Institute of Computer Hardware Technology
- Diploma in Computer Applications – ASCENT School of Computer Education
- Certificate in Computer Concepts – AWH Development Centre
- Senior Secondary School – Board of School Education, Hubli, Karnataka
- Secondary School Leaving Certificate – Department of General Education, Kerala

Key Skills

- Safe & Defensive Driving
- Vehicle Maintenance & Inspection
- Route Planning & Navigation
- VIP & Diplomatic Transport
- Time Management & Reliability
- Customer Service & Professional Etiquette
- Discretion & Confidentiality
- Basic First Aid & Emergency Response

Achievements

- Best Employee of the Year – 2010 & 2014

Languages

- English, Arabic, Malayalam, Hindi, Tamil