

ARSHAD.M

Messenger/Driver



- ❖ Phone: +974-50537879
- ❖ Arshadameer64@gmail .com
- ❖ Doha, Qatar

CAREER OBJECTIVE:

To obtain a messenger position and utilizing my exceptional organizational skills and extensive knowledge of mail handling procedures.

EMPLOYMENT HISTORY

- ❖ Messenger/Driver

COLOURS TRADING

Doha, Qatar

November 2023

- Plan the route, or follow the prescribed route, for all deliveries.
- Deliver documents and files to required assigned destinations.
- Delivered messages, packages, and goods to various destinations within designated timeframes
- Maintained accurate records of deliveries, including recipient signatures and payment receipts.

- ❖ Messenger/Driver

TAVOLA TRADING

Royal Plaza, Al Sadd

Doha, Qatar

July 2019 – November 2023

- Organize each day's deliveries.
- Plan the route, or follow the prescribed route, for all deliveries.
- Safely and efficiently delivered messages, packages, and goods to various destinations within designated timeframes.
- Planned and optimized delivery routes to ensure timely deliveries and maximize efficiency.
- Maintained accurate records of deliveries, including recipient signatures and payment receipts.
- Communicated with clients to confirm delivery details, address any concerns, and provide updates on delivery statuses.
- Handled cash transactions and collected payments from clients when required.

❖ Driver

GRID SCAN SURVEYS

Industrial Area –Doha Qatar

Jan 2019 to May 2019

- Drive company vehicles to pick or drop employees.
- Deliver documents and files to required destinations.
- Ensure that all deliveries have been signed and delivered to the correct recipient.
- Keep the vehicle clean and always maintained.

❖ Driver

FRAME CORNER

B-ring Road, Najma-Doha, Qatar.

May 2018 to December 2018

- Plan the route, or follow the prescribed route, for all deliveries.
- Observe speed limits and obey all road signs while driving.
- Always keep the vehicle organized, clean and tidy.
- Follow all company and state enforced safety requirements for loading and unloading product.
- Deliver goods to specific locations determined by clients.

ADDITIONAL CAPABILITIES

- Excellent communication skills
 - Ability to work on a rotating shift
 - Flawless driving record
 - Exceptional customer service skills
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EDUCATION & ADDITIONAL QUALIFICATION

- Advanced Diploma Computerized Interior Design (TCIL-IT)
 - Plus Two-Higher Secondary Certificate(2010)
 - SSLC - Board of Public Examination, Kerala (2008)
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PERSONAL PROFILE

Nationality	: Indian
Marital Status	: Single
Language Known	: English , Tamil , Malayalam
Visa status	: Work visa
License	: Valid Qatar Driving License