



## PROFILE INFO

A highly adaptable professional with diverse experience in hospitality, administration, driving, and operations management. Skilled in guest relations, HR support, staff supervision, and transport services, holding valid Sri Lanka and Qatar driving licenses. Recognized for excellent communication, problem-solving, and organizational skills, with a proven ability to perform under pressure while maintaining discretion and professionalism.


## KEY DRIVING SKILLS

- Safe and defensive driving (Light & Bus License – Qatar)
- Excellent route planning and navigation across Doha, familiar with GPS systems
- VVIP and corporate client service etiquette

# BHATHIYA WITHANAGE

PROFESSIONAL DRIVER | VVIP CHAUFFEUR | QATAR  
LICENSED (BUS & LIGHT)

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 <https://www.linkedin.com/in/bhathiya-withanage1981523> |  Doha, Qatar



## PROFESSIONAL EXPERIENCE

**Present**  
**2024**

**VVIP Chauffeur**  
Prestige Cars | Alfardan Group in Qatar

- VVIP Chauffeur experience with luxury cars (Mercedes, BMW, Range Rover & All luxury vehicles).
- Experienced in protocol driving for VVIP guests, ensuring secure, timely, and confidential transportation in coordination with security and protocol teams.
- Safe and professional driving with focus on client comfort and privacy.
- Excellent time management and route planning for airport transfers, meetings, and events.
- Strong communication skills with a consistently polite and professional approach.
- Confidential, trustworthy, and able to handle high-pressure situations calmly.

**2020**  
**2019**

**Air Side Bus Driver**  
Toyota Company - Hamad International Airport

- Bus Driver at Hamad International Airport, safely transporting passengers and staff across terminals.
- Airport Vehicle Operator's Permit License number : 34145
- Experienced in airport ground transport operations and following strict schedules.
- Skilled in handling large passenger buses with safety and comfort.
- Knowledge of traffic rules, airport regulations, and route planning.
- Strong sense of punctuality, responsibility, and customer service.

**2018**  
**2017**

**Hotel Manager**  
Sun Bay Reef Hotel in Prithipura, Wattala, Sri Lanka

- Hotel Manager with experience in overseeing daily operations, guest services, and staff management.
- Skilled in hospitality management, team leadership, and customer satisfaction.
- Strong knowledge of front office, housekeeping, and food & beverage operations.
- Ability to train, supervise, and motivate staff to maintain service excellence.
- Experienced in handling guest complaints, conflict resolution, and maintaining high standards.
- Focused on time management, problem-solving, and delivering a premium guest experience.

- Vehicle inspection and basic maintenance knowledge
- Confidentiality and discretion at all times
- Strong time management and punctuality

## KEY SKILLS

- Hotel & Hospitality Management
- Front Office Operations
- Customer Service Excellence
- Team Leadership & Supervision
- Driving & Transport Services
- Administrative Support

## SKILLS

- Advanced Communication & Interpersonal Skills
- Organizational & Time Management Skills
- Problem-Solving & Decision-Making
- Confidentiality & Professional Integrity
- Adaptability & Flexibility
- Crisis & Conflict Resolution
- Analytical & Critical Thinking
- Professional Etiquette & Grooming

2017

2016

### Senior Receptionist

Okwin Resort in Nawalapitiya, Sri Lanka

- Senior Receptionist with experience in front desk operations and guest relations.
- Skilled in handling reservations, check-in/check-out, and telephone inquiries.
- Strong knowledge of hospitality standards and customer service excellence.
- Ability to train and guide junior reception staff while ensuring smooth operations.
- Experienced in handling guest complaints, solving issues quickly, and maintaining professionalism.
- Excellent communication, multitasking, and time management skills.

2016

2015

### HR Assistant & Driver

Al-Mana Company in Doha, Qatar

- HR Assistant – Assisted in employee records, recruitment, onboarding, and office administration. Skilled in communication, organization, and maintaining confidentiality.
- Driver – Experienced in safe and punctual driving for daily commuting, errands, and transportation needs. Knowledgeable in route planning, traffic rules, and vehicle maintenance.
- Core Talents – Strong time management, multitasking, problem-solving, discretion, and professionalism. Able to handle confidential and high-pressure situations efficiently.

2014

2013

### Production Supervisor

Country Style Foods (Pvt) Ltd | SMAK in Kadawatha, Sri Lanka

- Experienced in overseeing production operations, managing teams, and ensuring quality standards.
- Skilled in planning, scheduling, and coordinating workflow to meet targets efficiently.
- Strong knowledge of safety protocols, machinery handling, and process optimization.
- Ability to train, supervise, and motivate staff, ensuring productivity and teamwork.
- Excellent problem-solving, time management, and communication skills.

2007

2006

### Outside Laundry in-Charge & Valet Parker

Inter Continental Hotel in Doha, Qatar

- Experienced in managing outside laundry operations, coordinating with clients, and supervising staff.
- Skilled in organizing workflow, handling laundry equipment, and ensuring timely deliveries.
- Excellent time management, problem-solving, and communication skills.

LICENSES

- Qatar Driving License (Manual) (Including Bus License)
- Sri Lankan Driving License
- AVOP License No: 34145 (Qatar)

RECOGNITION

Acknowledged by a VVIP guest at Prestige Cars Company, Doha, Qatar, praised as “*Best Driver*” for professionalism, punctuality, and for supporting the promotion of company services.

LANGUAGES

- English (Bilingual proficiency)
- Hindi ( Intermediate )
- Sinhala ( Native)

2005  
2003

Administrative Clerk  
El Emtiaz manpower and recruiting agency in colombo sri lanka

- Efficiently manage office administration, data entry, and clerical tasks.
- Maintain accurate records, organize documents, and handle correspondence systematically.
- Support daily office operations, scheduling, and meeting coordination.
- Assist in preparing reports, presentations, and official communications.
- Communicate effectively with staff, clients, and external parties.
- Ensure smooth workflow and timely completion of office assignments while adhering to office policies.

2002  
2001

Medical Laboratory Technologist (MLT)  
Mediquick (Pvt) Ltd in Wattala, Sri Lanka

- Experienced in routine and specialized lab testing, sample analysis, lab equipment operation, quality control, and maintaining safety protocols.



ACADEMIC QUALIFICATIONS

2000

GCE Advanced Level  
Nalanda College Colombo, Sri Lanka

1997

GCE Ordinary Level  
Nalanda College Colombo, Sri Lanka



EXTRA QUALIFICATIONS

2001

Computer Course  
IDM Computer Institute in Colombo Sri Lanka

# BHATHIYA WITHANAGE

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Doha, Qatar

Dear Hiring Manager,

## Application for Driver Position

With over a decade of professional driving and hospitality experience across Qatar and Sri Lanka, I am confident that my background aligns strongly with the requirements of the Driver/Chauffeur role at your organization. Currently, I serve as a VVIP Chauffeur at Prestige Cars – Alfardan Group, where I specialize in delivering secure, punctual, and confidential transport services to high-profile guests, including diplomats and executives.

Throughout my career, I have maintained a perfect record of safety, punctuality, and client satisfaction. I hold both Qatar and Sri Lanka driving licenses, as well as an Airport Vehicle Operator's Permit (AVOP No. 34145), which demonstrates my expertise in handling diverse vehicles — from luxury cars such as Mercedes and Range Rover to large passenger buses at Hamad International Airport.

My strong communication skills, professional demeanor, and discretion have earned me recognition for excellence — including being commended by a VVIP guest as the "Best Driver" for professionalism and reliability. Combined with my hospitality background as a Hotel Manager and Senior Receptionist, I bring an exceptional level of courtesy, presentation, and client service to every journey.

I am eager to bring my dedication, safety record, and professional service standards to your organization. I would appreciate the opportunity to discuss how my skills can contribute to your team's success.

Thank you for considering my application. I look forward to the opportunity to join your team.

Warm regards,  
Bhathiya Withanage