

CURRICULUM VITAE:

ASHIF ABOOBACKER

Doha – Qatar

Contact No. **+974 6653 6842**

E-mail. ashifaboobacker22@gmail.com



About me:

Resourceful, dynamic, and proactive Messenger/Driver with several years of experience in Qatar and India, equipped with strong skills in logistics, warehouse management, inventory control, and administrative support. Experienced in supporting banking operations, including cheque collection, submission, letter of credit documentation, and assisting the finance team with related tasks. Proficient in coordinating with freight forwarding companies, managing transportation and delivery schedules, and overseeing logistics activities to ensure smooth operations. Skilled in employee deployment, transportation arrangements, and general office management. Known for a methodical and thorough approach to work, consistently meeting deadlines and maintaining high standards, while effectively collaborating with teams in HR, finance, and operations to turn opportunities into successful outcomes.

Summary:

- Over 9 years of experience as a driver, messenger, and supervisor
- Extensive background in purchasing, warehouse handling, and transportation planning
- Skilled in logistics coordination, inventory management, and administrative support
- Proficient in supporting banking operations, including cheque collection, submission, and letter of credit documentation
- Experienced in liaising with freight forwarding companies and managing transportation schedules
- Adept at ensuring smooth operations and timely deliveries
- Effective collaborator with finance, HR, and operations teams to optimize processes and achieve successful outcomes

Experience:

- 1. Position:** Clinical Specimen Transport Driver
Organization: Tonaco Trading Company – Qatar
Client: Hamad Medical Corporation(DLMP-QRI) – Qatar
Duration: 2025 – Currently working
- 2. Position:** Messenger
Organization: Qatar Engineering Material Solutions W.L.L, Doha – Qatar
Duration: 2020 – 2024
- 3. Position:** Messenger
Organization: Honest Industry W.L.L, Doha – Qatar
Duration: 2017 – 2020
- 4. Position:** Messenger
Organization: EHA Consulting Engineers, Doha – Qatar
Duration: 2015 – 2017

Personal Skills:

- Ability to deal with people diplomatically
- Good interaction with all levels of internal and external organizations
- Can work under pressure, either independently or as a team member
- Capable to create a friendly working environment among the subordinates
- Reliable, dedicated, punctual, and professional
- Hard work, well-disciplined and responsible nature
- Tactful and patient communicator
- Self-confidence and strong communications skills

Educational Qualification:

- **Higher Secondary School (HSC), 2011 - 2013**
- **Secondary School (SSLC), 2011**

Software Proficiency:

- MS Office and Documentation

Language Skills:

- English | Hindi | Malayalam | Tamil

Personal Details:

- Nationality - Indian | Date of Birth – 22-11-1993 | Visa Status – Transferable |
Driving License - India & Qatar (Heavy & Light)

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear that responsibility for the correctness of the above-mentioned particulars

Date:

Place:

ASHIF ABOOBACKER ANDIPATTIL