RIYAS ABDUL LETHIF

Messenger Cum Driver

Qatar, Qatar

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ABOUT ME

With over 14 years of experience at Al Ghanem, I am a dedicated professional **Messenger Cum Driver** messenger, well-versed in the intricacies of route planning and vehicle maintenance. My proficiency in MS-Office and IT, combined with a National Diploma (ND) obtained in 2008, equips me with the necessary tools to excel in fast-paced environments. I am eager to contribute my punctuality, reliability, and defensive driving skills to your esteemed team, ensuring efficiency and safety in all transportation tasks.

EDUCATION

HIGHER NATIONAL DIPLOMA
Sri Lanka /
2008

- ND in Information Technology - B **(goodperformance)**
- Awarded Best Final Project 2018
- Completed with a 3.9 GPA
- Dean's List for 4 consecutive semesters

SKILLS

PUNCTUALITY

RELIABILITY

ROUTE PLANNING

DEFENSIVE DRIVING

VEHICLE MAINTENANCE

ATTENTION TO DETAIL

MS-OFFICE

WORK EXPERIENCE

AL GHANEM
Qatar
2011 - 2025

Messenger Cum Driver

- Safely drive company vehicles to transport staff, documents, packages, and materials to designated locations.
- Deliver and collect official documents, invoices, payments, and parcels from clients, banks, and government offices.
- Ensure timely and secure delivery of all assigned items.
- Maintain the cleanliness and functionality of the vehicle at all times.
- Ensure that all vehicle documents (registration, insurance, etc.) are valid and up to date.
- Perform basic administrative tasks, such as filing delivery records, obtaining signatures, and submitting reports.
- Assist with office errands, photocopying, filing, or other duties when not driving.
- Report any mechanical issues or accidents to the supervisor immediately.
- Follow traffic rules and safety regulations strictly.

LANGUAGES

English, Arabic, Hindi, Tamil

PERSONAL DETAILS

Date of Birth
24/11/987

Nationality

Sri Lanka

Visa Status

Work Visa with NOC

Marital Status

Married

DRIVING LICENS

Driving License Category (B)