



HIDAYATHULLA KAPPANIKAL MOHAMMED

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 **Location:** Doha, Qatar



OBJECTIVE

- To leverage my extensive driving and personal assistance experience in a challenging role within a reputable organization, contributing to its success and ensuring the highest level of service for clients.
- To foster a positive working environment through excellent interpersonal skills and a strong commitment to client satisfaction.

PROFESSIONAL EXPERIENCE

CEO's Personal Chauffeur – Pass Simplified Logistics, Qatar

(October 2024 – Present)

- Provide dedicated and confidential chauffeur services to the company's CEO, ensuring safety, punctuality, and professionalism.
- Manage daily transportation schedules and coordinate travel routes for meetings, airport transfers, and official engagements.
- Maintain the assigned vehicle in pristine condition and ensure regular servicing and cleanliness.
- Assist with administrative and personal tasks as required by the CEO.

Personal Driver – Sheikh Family, Qatar

(2020 – September 2024)

- Provided reliable and safe transportation for family members, maintaining punctuality and discretion.
- Assisted with travel arrangements, including itineraries, accommodations, and logistics for both domestic and international trips.

- Accompanied family members during international travel, managing luggage and ensuring smooth travel experiences.
- Maintained vehicles in excellent condition through regular servicing and cleanliness.

Transportation Supervisor – Qatar Airways

(2018 – 2020)

- Supervised transportation services for staff and new recruits, ensuring timely pick-up and drop-off at Hamad International Airport.
- Coordinated medical appointments and handled document processing between various office locations.

Driver Messenger (HR Onboarding) – Qatar Aviation Services

(2016 – 2018)

- Facilitated transportation for new hires, ensuring a seamless onboarding process.
- Assisted with document management and provided logistical support for HR operations.

Bus Driver (Airside Operations) – Qatar Aviation Services

(2011 – 2016)

- Provided transportation services for premium terminal guests and VIP clients within the airport premises.

Driver & Office Messenger – Department of Presidential Affairs, Abu Dhabi, UAE

(2002 – 2009)

- Managed official document handling for the Crown Prince's office and supported front office operations.
- Assisted warehouse operations, including shipping, receiving, and internal logistics.

KEY STRENGTHS

- Strong interpersonal and organizational skills.
 - Expertise in travel logistics and personal assistance.
 - Proficient in data processing and basic computer applications.
 - Excellent oral and written communication skills.
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EDUCATION

Bachelor's Degree in Economics

Calicut University, Kerala, India

PERSONAL DETAILS

- **Date of Birth:** 1 June 1977
 - **Nationality:** Indian
 - **Marital Status:** Married
 - **Visa Status:** Transferable Visa
 - **Driving License:** Valid Qatar Driving License
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LANGUAGES

- English
 - Arabic
 - Hindi
 - Malayalam
 - Kannada
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Declaration:

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Doha, Qatar

Hidayathulla K. Mohammed