

# Alamik Seinulabdeen Mohamed Rauf

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📍 Doha, Qatar

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## Professional Summary

Reliable and detail-oriented Office **Driver cum Messenger** with over 3 years of experience supporting office operations through timely and secure delivery of documents, packages, and correspondence. Skilled in route optimization, maintaining delivery logs, and assisting with administrative tasks such as mail sorting and filing. Known for excellent communication, discretion, and a strong commitment to supporting the efficiency of the office environment. Proficient in safe vehicle operation and adhering to company policies and traffic regulations.

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## Work Experience

### *Driver cum Messenger*

Qatar Trading Company – Doha, Qatar

2022 – Present

- Collect and deliver documents, parcels, and packages promptly to internal departments, clients, and external partners.
- Ensure all deliveries are handled securely and confidentially.
- Maintain detailed logs of deliveries and obtain signatures as proof of receipt.
- Plan and follow the most efficient routes to save time and fuel.
- Communicate with office staff and recipients regarding delivery times, delays, or issues.
- Assist with mail sorting, filing, photocopying, and other office duties when required.
- Verify items before dispatch to ensure accuracy.
- Provide friendly and professional customer service during all deliveries.
- Operate company vehicles safely and maintain them in good working condition.
- Follow company policies, traffic rules, and road safety regulations.
- Help office staff if necessary.
- Should follow the office standard rules
- Perform other duties may assigned by the management

### **Office Assistant**

Motorola Solutions – Saudi Arabia

2019 – 2022

- Managed filing, photocopying, and document preparation for office operations.
- Handled incoming and outgoing mail and correspondence.
- Maintained office supplies inventory and placed orders when necessary.

- Assisted in coordinating meetings, appointments, and schedules.
  - Provided administrative support to management and staff.
  - Ensured office premises were organized and presentable.
  - Supported visitors and guests with hospitality when required.
  - Followed company rules and confidentiality standards.
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### **Key Skills**

- Document & Parcel Delivery
  - Route & Time Management
  - Office Administration
  - Customer Service
  - Inventory & Stock Management
  - Confidentiality & Safety Awareness
  - Communication Skills
  - Vehicle Maintenance & Inspection
  - Adherence to Safety and Traffic Regulations
  - Sales
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### **Education**

#### **High School Certificate**

**Manar Central College, Kalmunai**

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### **Languages**

- English (Fluent)
  - Hindi (Fluent)
  - Tamil (Fluent)
  - Arabic (Basic)
  - Malayalam (Fluent)
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### **Personal Details**

- Date of Birth: 19 April 1994
- Nationality: Sri Lanka
- QID: 29414407118
- Driving License : 29414407118
- Married