

## **RIZWAN KP**

Mob: +974 70557629 / E-mail [rizwankayyam12345@gmail.com](mailto:rizwankayyam12345@gmail.com)

**DRIVER CUM MESSANGER / SUPERVISOR**



### **Professional Work History**

#### **Grand Olive Real Estate & Facility Management (Supervisor) 01/2024- To till date,**

##### **Responsibilities**

- Supervise daily maintenance, repairs, and cleaning.
- Develop and implement preventive maintenance schedules for equipment and systems.
- Oversee groundskeeping, waste management, and utility systems.
- Manage budgets for maintenance, projects, and supplies.
- Control operational costs and manage inventory.
- Prepare reports, maintain records, and document maintenance activities.

#### **Thasaamah Technology (Driver cum Messenger) 01/2024- To till date,**

##### **Responsibilities.**

- Keep accurate records of deliveries, including dates, times, recipients, and any relevant information.
- Complete necessary paperwork, such as delivery manifests or logbooks, in a timely and accurate manner.
- Submit required reports or documentation to the appropriate departments or supervisors.
- Assist with assessments of transportation resources and infrastructure, and the contracting of transportation assets.
- Assist with in the coordination of the movement of vehicles and other transportation assets.
- Keep documents current such as registration, insurance, vehicle logs, daily inspection reports

**SECURE SECURITIES (Driver) 11/2022 TO 12/2023.**

**Responsibilities**

- Driving a variety of vehicles, such as cars, pick up and mini bus.
- Picking up clients and driving them to the desired destination
- Mapping out driving routes to ensure a timely arrival
- Performing inspections of vehicles and equipment
- Maintaining a high degree of professionalism and customer service
- Assisting with loading and unloading the luggage
- Keeping track of road condition

**ACADEMIC PROFILE**

- Diploma in computer Engineering
- Higher Secondary Education: Kerala State Board.
- SSLC: Kerala State Board.

**COMPUTER SKILLS**

- Microsoft Office & Excel

**PERSONNEL DETAILS**

Date Birth : 25-12-1990  
Sex : Male  
Nationality : India  
Language : English, Hindi, Malayalam & Tamil  
Marital Status : Married  
Visa Status : Employment Visa (NOC Available)  
Passport No : V2145030  
Qatar Driving License : 21-06-2028

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

Place:

Yours Sincerely,