

## NABEEL IZZELDIN ALNOUR

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### PROFILE SUMMARY

Reliable and disciplined professional with extensive experience in driving, protocol services, administration, and safety operations. Possess over 3 years of proven experience as a driver in Sudan & Qatar with a safe driving record, in addition to recent experience in Qatar supporting international events in security, safety, and logistics. Skilled in protocol support, liaison with authorities, visa and customs processes, and administrative correspondence. Holder of a valid Qatar Driving License. Fluent in Arabic (Native) and English (Very Good). Known for integrity, discretion, and the ability to work effectively with multicultural teams.

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### SKILLS

- **Driving & Vehicle Management** : Safe driving, daily checks, maintenance coordination, and documentation.
  - **Protocol & Liaison Services** : Visa processing, airport reception, customs clearance, and liaison with authorities.
  - **Administrative Support**: Handling correspondence, document filing, scheduling, and record-keeping.
  - **Event & Logistical Support** : Coordinating transport, meetings, and large-scale international events.
  - **Communication** : Fluent Arabic & English Very Good, diplomatic and client-oriented approach.
  - **Computer Literacy** : MS Office (Word, Excel), digital filing systems.
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### WORK HISTORY

#### Driver / Delivery Officer

##### pholistry Company Qatar – 2025– February 1, 2026

- Safely operated company vehicles to deliver goods and documents on time and in compliance with traffic regulations.
- Ensured punctual transportation of staff, materials, and official documents when required.
- Followed company policies, routes, and schedules with high professionalism and reliability.
- Communicated effectively with supervisors, clients, and team members to ensure smooth operations.
- Assisted in logistical and field support activities when needed..

#### Safety & Security Guide (Event Support)

##### Qatar – 2024–2025

- Supported major international events including French Super Cup Final, FIFA Intercontinental Cup, HH Amir's Sword Festival, and CHI Al Shaqab.
- Ensured safety, security, and access control for participants and officials.
- Provided logistical support, coordination, and client assistance during events.
- Assisted delegations and teams with protocol and administrative support.

#### Driver & Administrative Assistant

##### Youth in Action Organization – Sudan | 2020 – 2023

- Provided official driving services for staff, visitors, and delegations with a safe driving record.

- Maintained vehicle logs, performed routine checks, and coordinated servicing.
- Supported administrative tasks including correspondence, data entry, and document handling.
- Assisted in protocol-related tasks including liaison with local authorities.

### **Secretary**

#### **Sert for Designing & Engineering Consultancy-El Fashir North Darfur 2016 - 2017**

- Supported administrative and liaison tasks with government entities.
- Provided driving support when required, handling official deliveries and transport.
- **Managing Correspondence:** Handling emails, phone calls, and official correspondence, ensuring they are addressed professionally and efficiently.
- **Scheduling and Appointments:** Preparing schedules, organizing meetings, and arranging appointments to ensure smooth workflow.
- **Document and Report Preparation:** Drafting documents, preparing reports, and creating presentations as needed.
- **File and Record Keeping:** Organizing and maintaining files and documents in a way that ensures easy access when required.

### **Volunteer works:**

- CHI AL shaqab Presented by Longines 2025 - Doha
- H.H. THE Amir's Sword International Equestrian Festival 2025
- Longines Global Champions Tour 2025
- Foundation Education Above All - Eid Gift For Children Of Gaza - 2024
- Qatar Red Crescent - 2024 - 2025
- Rowad Alataa Charity -Sudan

### **Training Courses**

- Report Writing Skills: National Graduate Training Center - Sudan
- First Aid: Sudanese Red Crescent Society – Khartoum.
- Safety Management: National Graduate Training Center - Sudan.
- Psychological First Aid.

### **EDUCATION**

- Secondary School Certificate – Sudan
- Computer Application Diploma, The Middle East International Institute - Khartoum, Sudan
- Diploma : Nursing Assistant Level 4&5 - Berkeley Training & Education Consultancy LLC

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### **Certifications & Licenses**

- Qatar Driving License
- Health Certificate.
- Health Card.
- Occupational Health and Safety Certificate.
- First Aid Certificate.

### **LANGUAGE**

Arabic Native • English Very Good