

ABDUL RASAK KUNNIL

LIGHT VEHICLE DRIVER



Phone

+974 50754506



Email

rasakqatar272@gmail.com



Area

Doha, Qatar



Visa Status

Employment Visa

KEY SKILLS

- Vehicle Operation
- Route Planning
- Timely Deliveries
- Mail & Document Handling
- Vehicle Maintenance
- Safety Compliance
- Record Keeping
- Administrative Support
- Client & Visitor Transport
- Coordination & Scheduling
- Confidentiality
- Emergency Response

DRIVING LICENSE

Valid Qatar Driving License

License No : 29535620283

Date of Expiry : 16/03/2029

Valid Indian Driving License

ADDITIONAL INFO

Nationality : India

Date of Birth : 06/11/1995

Marital Status : Single

Passport No : B8341934

Expiry Date : 04/12/2033

LANGUAGES KNOWN

- English
- Hindi
- Arabic
- Malayalam

ABOUT ME

Experienced and reliable professional with over 5 years in driving and office support roles. Skilled in transporting staff, documents, and packages safely and efficiently, while maintaining vehicles in optimal condition. Proficient in coordinating delivery schedules, assisting with administrative tasks, and ensuring timely mail and parcel distribution. Committed to following traffic regulations and safety standards. **Possess good knowledge of Qatar routes and locations**, ensuring efficient navigation and timely arrivals. Seeking a light driver position to leverage driving expertise and support smooth operational workflow.

WORK EXPERIENCE

2023 – 2025

DRIVER CUM OFFICE ASSISTANT

BEMO INTERNATIONAL, HAMAD AIRPORT, DOHA, QATAR

- Safely transport staff, clients, and goods to designated locations while adhering to traffic rules and company policies.
- Assist in day-to-day office administrative tasks, including filing, documentation, and data entry.
- Coordinate schedules, manage correspondence, and support office operations as needed.

2021 – 2023

DRIVER CUM SUPERVISOR, WORKERS FACILITY MANAGEMENT WAKRA

- Guide, mentor, and motivate team members to achieve their goals and perform their duties effectively.
- Manage transport service, daily workflow, monitor productivity, and ensure tasks are completed efficiently and to quality standards.
- Assign tasks, manage schedules, and coordinate resources to meet operational deadlines.
- Conduct regular performance evaluations, provide constructive feedback, and offer coaching and professional development opportunities.
- Address operational challenges, identify bottlenecks, and implement effective solutions to improve processes.
- Serve as a liaison between employees and senior management, communicating objectives, sharing updates, and reporting issues.
- Develop and deliver training programs for new employees and provide ongoing skill development for the team.

2018 – 2021

DRIVER CUM MESSENGER

QATAR GAS, RASSALAFFAN

- Safely transported documents, materials, and personnel to designated locations.
- Managed daily vehicle maintenance and ensured timely delivery of assignments.

EDUCATION

- BACHELOR'S DEGREE**
Kerala, India
- HIGHER SECONDARY EXAMINATION**
Board of Higher Secondary Examination, Kerala, India
- SECONDARY SCHOOL LEAVING CERTIFICATE**
Board of Public Examination, Kerala, India