

Soufiane Djendli

📍 Doha, Qatar | 📞 +974 3357 7054 | ✉️ djendlisoufiene32@gmail.com

Nationality: Algerian | **Age:** 29 | **Driving License:** Qatar

Professional Summary

Proactive and reliable professional with over **10 years of experience** in **Customer Service, Operations, Transportation, and Facilities Management**. Skilled in coordinating logistics, handling customer inquiries, supervising teams, and ensuring seamless daily operations. Recognized for strong communication, adaptability, and problem-solving abilities within **multicultural and fast-paced environments**. Fluent in **Arabic, French, and English**.

Core Skills

- Customer Service & Complaint Resolution
 - Transportation & Logistics Coordination
 - Operations & Administrative Support
 - Facilities Supervision & Safety Compliance
 - Team Coordination & Staff Training
 - Reporting & Data Management
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Professional Experience

Delivery Driver

Temu – Qatar

2025 May – Now

- Delivered goods efficiently and on schedule throughout Qatar.
- Verified invoices and maintained accurate delivery documentation.
- Ensured customer satisfaction through professional and timely service.
- Followed company safety policies and vehicle maintenance protocols.

Transportation Coordinator

Ministry of Defense – Algeria

2020 – Apr 2025

- Coordinated and supervised transportation logistics for personnel and materials.
- Planned and monitored vehicle schedules, routes, and driver performance.
- Ensured compliance with safety, security, and maintenance standards.
- Managed operational reports, records, and related administrative documentation.
- Maintained clear communication between departments to ensure workflow efficiency.

Driver

Ministry of Defence – Algeria

2015 – 2020

- Operated official vehicles for staff and VIP transport duties.
 - Maintained high standards of punctuality, safety, and confidentiality.
 - Supported internal logistics and document delivery between departments.
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Education & Certifications

- **High School** – Nov 2012
 - **Diploma in IT (MS Office)** – Nov 2015
 - **Diploma in English (Communication & Writing)** – Nov 2017
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Achievements

- Successfully adapted to Gulf work culture and multicultural environments.
 - Built strong expertise in VIP client relations and government procedures.
 - Strengthened multitasking, teamwork, and communication skills.
 - Gained solid knowledge of customer service systems and Gulf operational standards.
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Languages

- **Arabic:** Native
- **French:** Good
- **English:** Good