

JAZEEL RAHMAN

SALESMAN CUM DRIVER



CONTACT

+974 3097 5664

jazeelrahman4@gmail.com

940 Street, Zone 41, Bldg. 116

Al Hilal, Doha Qatar

Date of Birth: 23 August 1997

PROFILE

Career oriented with high determination to achieve personal, social and institutional goals. With extensive work attitude that can efficiently work with staff in all status. Can work minimal supervision, dynamic, versatile and also a team player.

SKILLS

- Effective Communication
- Team work
- Food Safety Knowledge
- Leadership
- Attention to Details
- Customer Relationship

EXPERIENCE

NEW HORIZON CONTRACTING & MAINTENANCE WLL

August 2025 – November 2025

Messenger cum Driver

- Drive company vehicles safely for staff, clients, or goods transportation.
- Maintain the vehicle, including fueling, cleaning, and routine checks.
- Adhere to traffic rules and safe driving practices.
- Report accidents, damages, or vehicle issues promptly.
- Deliver documents, parcels, and official correspondence.
- Collect letters, packages, and other items as required.
- Maintain records of deliveries and receipts.
- Assist with office errands and urgent tasks.
- Support management with courier arrangements and documentation.
- Ensure punctuality, reliability, and professional service.
- Maintain confidentiality of documents and packages.

EDUCATION

Tertiary

KMCT Polytechnic,
Mukkam Calicut - India
2014-2017

Automobile Engineering

Secondary

GHSS Narikkuni,
Calicut - India
2012-2014

Primary

KHSS KHAMBOOR,
Calicut - India Year
Graduated; 2012

CARMAX ACCESSORIES

November 2023 – June 2025

Salesman

- Identify and reach out to potential customers to generate sales.
- Present, promote, and sell products or services to clients.
- Build and maintain strong relationships with existing customers.
- Understand customer needs and provide suitable solutions.
- Negotiate prices, terms, and contracts with clients.

LANGUAGE

- Hindi
- English
- Arabic
- Malayalam

CHARACTER REFERENCE

Available upon request.

- Meet or exceed sales targets and goals.
- Keep records of sales, customer interactions, and transactions.
- Provide after-sales support and follow-up to ensure customer satisfaction.
- Stay updated on market trends, competitor products, and industry developments.
- Report sales performance and feedback to management.-

BFC Cafeteria

February 2022 – October 2023

Manager

- Oversee daily cafeteria operations to ensure smooth service.
- Manage, train, and schedule cafeteria staff.
- Plan menus in coordination with chefs or nutrition guidelines.
- Maintain inventory, order supplies, and control food costs.
- Ensure food safety, hygiene, and sanitation standards are strictly followed.
- Handle customer feedback, complaints, and ensure satisfaction.
- Monitor budgets, payroll, and overall financial performance.
- Implement policies to improve efficiency and service quality.
- Coordinate maintenance of kitchen equipment and cafeteria facilities.
- Promote a positive work environment and enforce company standards.

DAY BY DAY

August 2018 – January 2022

Restaurant Manager

- Oversee daily restaurant operations for efficiency and smooth service.
- Manage, train, and schedule staff to ensure high performance.
- Control budgets, payroll, and expenses to maintain profitability.
- Monitor inventory and coordinate supply orders.
- Handle customer feedback and ensure excellent service.
- Ensure compliance with health, safety, and sanitation standards.
- Implement marketing strategies and promotional activities.
- Prepare and analyze reports on sales, expenses, and performance.
- Coordinate maintenance and facility upkeep.
- Foster a positive work environment and enforce company policies.