



# Mohommad Najlan

(DRIVER)

## Professional Summary

Experienced and reliable professional with a strong background in delivery operations, company driving, and store management support. Skilled in delivering goods safely and on time, verifying delivery notes, handling cash and cheques, and maintaining accurate records. Competent in assisting storekeepers with inventory management, stock organization, and documentation. Proficient in transporting company staff safely, planning daily routes, and ensuring timely pickups and drops. Known for attention to detail, organizational skills, and a commitment to following safety procedures and company policies to support smooth operational workflow.

## Work Experience

Global Medical Company – May 2025 to Present

### **Delivery Operations Officer & Company Driver** (present)

- Pick up and drop company staff safely and on time according to daily schedules and assigned routes.
- Drive company vehicles responsibly while following traffic laws and company safety policies.
- Deliver goods to customers and company locations, ensuring timely and secure transportation.
- Load and unload goods carefully and verify items against delivery notes and invoices.
- Collect delivery documents, obtain signatures, and report any delays or issues to management.
- Maintain vehicle cleanliness, monitor fuel usage, and report maintenance or repair needs promptly.

### **Delivery Assistant & Store keeper Assistant** (May 2025 to Oct 2025)

- Assist the storekeeper in daily store and warehouse operations, including receiving, issuing, and organizing goods in a systematic manner.
- Check delivered items carefully against delivery notes and invoices to ensure correct quantity, quality, and product details.
- Support delivery drivers during loading and unloading of goods while ensuring safe handling and timely dispatch.
- Collect cash and cheques from customers during deliveries and submit them accurately to the accounts department with proper documentation.
- Maintain accurate stock records by updating inventory registers and basic computer systems on a daily basis.
- Report damaged, expired, or missing items promptly to supervisors and help resolve discrepancies.
- Ensure the store area is kept clean, well-organized, and compliant with safety and company standards.
- Assist with stock counts, audits, and inventory checks to maintain proper stock control and accountability.

## Professional Qualification & Academic Education

**Diploma in Information and Communication Technology** | 2022

*Global College of Computer Studies, Puttalam, Sri Lanka*  
Certificate in AutoCAD

**Diploma in Information and Communication Technology** | 2023

*American Institute of Computer Technology, Colombo, Sri Lanka*  
Certificate in Revit

## Contact

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Date of Birth: 16th August 2000

Location: Doha, Qatar.

## Driving License

- ✓ Valid Qatar Driving License
- ✓ Valid Sri Lanka Driving License

## Skills

- ✓ Delivery & Route Planning
- ✓ Cash & Cheque Handling
- ✓ Staff Pickup & Drop
- ✓ Stock Management Support
- ✓ Inventory & Documentation
- ✓ Vehicle Maintenance Awareness
- ✓ Safe Driving Practices
- ✓ Loading & Unloading Goods
- ✓ Process Improvement
- ✓ Reactiveness & Optimism
- ✓ Good in English
- ✓ Good Knowledge in IT and Software Packages
- ✓ MS office

## Languages

- ✓ English-Good
- ✓ Tamil-Native
- ✓ Sinhala-Fluent
- ✓ Hindi-Basic

## High school

- Advance Level: Commerce stream

2019 Puttalam Kadayamottai National College – Madurankuliya, SriLanka Passed Examination in Tamil medium.

- G.C.E Ordinary Level, 2016

Puttalam Erukkalampiddy M.M.V (Navodaya) - Puttalam. Passed G.C.E Ordinary Level.