



Paul Kwesi Dadzie

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Professional Summary

Highly professional and multi-skilled customer-focused driver with extensive experience in transportation and guest services. Adept at providing safe, punctual, and hospitable transfers while maintaining vehicle cleanliness and operational efficiency. Strong interpersonal and communication skills with a commitment to delivering exceptional guest satisfaction. Additionally, possesses solid computer knowledge, including Microsoft Office (Word & Excel), data entry, report generation, and basic troubleshooting.

Core Competencies / Skills

- Heavy equipment operator
- Experienced Bus / Tipper / Trailer Driver
- Guest Service & Hospitality
- Safe Driving & Route Planning
- Vehicle Maintenance & Safety Inspections
- Strong Communication & Interpersonal Skills
- Teamwork & Collaboration
- Computer Literacy (Microsoft Office, Data Entry, Report Generation)
- Attention to Detail & Professionalism

Work Experience

Shuttle Bus Driver

Al Abdulghani Motors

July 2025 – To date

- Safely operated shuttle bus to transport passengers between designated locations
- Ensured on-time arrivals and departures while following designated route and schedule
- Assisted passengers with boarding and disembarking, providing excellent customer service
- Maintained a clean and well-maintained shuttle bus at all times
- Reported any mechanical issues or safety concerns to appropriate authorities

VIP Driver

US Department of State (US Camp – Al Saliya), Vistas Global – Qatar,
September 2023 – April, 2025

- Provide high-level transportation services to VIPs, ensuring comfort and security.
- Conduct routine vehicle checks to maintain operational readiness.
- Maintain clear and professional communication with clients and supervisors.
- Adhere to strict safety and security protocols while executing guest transfers.
- Utilize Microsoft office (Word and Excel) for logging trip details and maintaining vehicle records.

Limousine Driver

Naz Limousine – Qatar April 2023 – September 2023

- Delivered premium guest transfer services for high-profile events.
- Assisted clients with luggage handling and ensured a luxury experience.
- Maintained a professional appearance and adhered to company service standards.
- Used GPS applications and digital logs for efficient trip planning.

Uber Driver

Ghana, April 2018 – December 2022

- Provided seamless transportation services while maintaining high customer ratings.
- Assisted passengers with luggage and ensured a comfortable ride experience.
- Managed ride earnings and reports using mobile applications.

Transport & Warehouse Unit Supervisor

Ocean Spring Natural Mineral Water – Ghana, February 2016 – March 2018

- Managed transport logistics and ensured timely deliveries.
- Scheduled vehicle maintenance to minimize downtime and maximize efficiency.
- Utilized Microsoft Excel and database systems to track inventory and prepare reports.

Education

- West African Senior Secondary Certificate Examination – General Arts
Nsein Senior High School, Ghana – May 2007

Certifications

- Smith System Certification , October 2023
- Qatar Heavy and Light Vehicle Driver's License (Manual) – April, 2023

References

Available upon request.