

RIAS BASHEER

Driver Cum Messenger | Doha, Qatar | +974 52073331 | rias.soudhas@gmail.com

PROFESSIONAL SUMMARY

Experienced Driver Cum Messenger with over 10 years of experience in safe driving, courier delivery, document handling, and office support. Proven ability in route planning, vehicle maintenance, confidential document transport, and administrative assistance. Strong knowledge of Doha roads and government office procedures. Reliable, punctual, and safety-focused professional seeking a driver or messenger role.

CORE COMPETENCIES

- Safe Driving and Defensive Driving
- Document Delivery and Courier Services
- Government Office Messenger Duties
- Route Planning and Time Management
- Vehicle Inspection and Maintenance
- Trip Logs and Fuel Management
- Customer Service and Communication
- Administrative and Office Support

WORK EXPERIENCE

Driver – Doha Care Services, Qatar | 2022 – 2025

- Transported staff and clients safely across locations.
- Delivered confidential documents to government and private offices.
- Maintained vehicle inspection, fuel logs, and maintenance records.
- Followed traffic laws and ensured punctual travel schedules.

Office Assistant – Mexayne Services, Qatar | 2018 – 2019

- Managed courier dispatch and document filing.
- Supported office administration and logistics coordination.
- Assisted staff with documentation and office operations.

Technician Assistant – Almana Computer Services, Qatar | 2020 – 2021

- Assisted technical teams with equipment logistics and records.
- Maintained inventory and service documentation.

EDUCATION

BA in Public Administration – Alagappa University (2017)

LICENSES AND TECHNICAL SKILLS

Valid Qatar Driving License (With NOC)
MS Office (Word, Excel)
Office Equipment Handling (Scanner, Printer, Copier)
Basic Computer Troubleshooting

LANGUAGES

English, Hindi, Malayalam (Fluent) | Arabic (Basic)

PERSONAL DETAILS

Nationality: Indian | Date of Birth: 14 May 1991 | Marital Status: Married
Valid Passport and QID with NOC