



CURRICULUM VITAE

Personal Information

- **Name:** NAZAR V. CHALLAYIL
- **Nationality:** Indian
- **Date of Birth:** 15th May, 1973
- **Marital Status:** Married
- **Languages Known:** English, Hindi, Malayalam (Arabic can read & minimal)
- **Contact Number:** 31467723
- **Email:** naazarv@gmail.com
- **Address:** Airport Rd. Bldg. No. 6,
Najma, Doha

Professional Summary

Experienced and reliable Driver cum Messenger with **15 years of proven service** in transportation, delivery, and administrative support. Skilled in safe driving practices, route planning, and time management, with a strong record of punctuality and professionalism. Adept at handling confidential documents, managing office errands, and providing logistical support to ensure smooth daily operations. Known for excellent communication skills, adaptability, and commitment to maintaining high standards of service.

Key Skills

- Safe driving with valid license and knowledge of traffic regulations
- Route planning and navigation across urban and rural areas
- Document handling and secure delivery
- Administrative support and messenger duties
- Time management and punctuality
- Vehicle maintenance and inspection
- Computer Skills and Knowledge in MS Words

Work Experience

Driver cum Messenger

Platinum Yacht Management, Dubai, UAE.

January 2001 –Feb. 2009

- Worked as Driver cum Messenger, managed daily routine of Material Delivery, Collection of bank documents, Invoice Delivery etc.
- Maintained a spotless driving record over 15 years.

Driver cum Admin Assistant

Qatari Diyar Vinci Construction (QDVC), Doha, Qatar

April 2009 – Dec. 2011

- Operated company vehicles for staff transportation and logistics. Ensured vehicle safety and regular maintenance
- Assisted in admin office, data entry, document printing, filing etc.
- Trusted with confidential and sensitive documents, ensuring timely and secure delivery.

Driver cum Admin Support

Al Rayyan Media & Marketing Co. (Al Rayyan TV), Doha, Qatar

March 2012 – July 2020

- Provided reliable support to office staff, contributing to efficient workflow.
- Managed daily transportation and delivery tasks for corporate offices.
- Supported Procurement team for vendor data base update, printing, filing etc.

Driver cum Office Assistant

Pro Clean Laundry Eqpt. Co. (Al Rayyan TV), Doha, Qatar

March 2012 – July 2020

- Managed Equipment Collection and Delivery.
- Generating invoices and submit to customers and clients
- Keeping Maintenance record UpToDate for company fleets
- Customer service and communication

Education

- Pre Degree, Sree Krishna College, Guruvayur, Kerala, India
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