

VINOD NARAYANAN

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🇮🇳 Indian 📅 06/08/1990 👤 Male 🏠 29035614844



👤 PROFILE

To participate in company operations in ways that will enable me to continue to contribute my knowledge and provide an opportunity for professional development and career growth. I am bringing a strong work ethic and excellent organisational skills to any setting. I am a fast learner at new tasks that are thrown my way and will accomplish to the fullest extent.

📁 PROFESSIONAL EXPERIENCE

03/2022 – present
DOHA, QATAR

MANZIL MEDICAL SERVICES LLC DRIVER CUM MESSENGER

- To coordinate with the HR, Admin, and other departments regarding deliver and collect documents etc.
- Picking up and delivering various packages, documentation etc. to specified locations as per the delivery instructions.
- Support PRO with administrative tasks.
- Deal with general enquires regarding Messenger functions promptly and efficiently to enhance the level of department service
- Provide service, support, and assistance to new and existing employees on their requirements related to work.
- Assist departments in resolving any issues related to company vehicle registration and renewals.

2014 – 2021
DOHA, QATAR

MINISTRY OF MUNICIPALITY AND ENVIRONMENT HEAVY DRIVER

- Drive trailer, truck, bus and light vehicles to load and unload materials/water.
- Perform daily maintenance tasks/operate machine.
- Performance general physical activities.
- Inspect vehicles for mechanical items and safety issues and perform preventative maintenance.
- Plan routes and meet delivery schedules.

SKILLS

- Task prioritization
- Traffic rules
- Familiar with all routes in Qatar
- Time Management
- Work scheduling
- Interpersonal skills

LANGUAGES

ENGLISH	● ● ● ● ●	ARABIC	● ● ● ● ●
HINDI	● ● ● ● ●	TAMIL	● ● ● ● ●
MALAYALAM	● ● ● ● ●		

EDUCATION

2008 – 2011
Tamil Nadu, India

Bachelor of Commerce
ST.JUDE'S College

2006 – 2008
Tamil Nadu, India

Higher Secondary Schooling
PIUS XI HSE School

DECLARATION

The information presented in this resume accurately reflects my qualifications and experience and I bear the responsibility for the correctness of the above-mentioned particulars.

VINOD NARAYANAN
Doha Qatar