

MOHAMMED ZUBER

DRIVER

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PROFESSIONAL SUMMARY

Highly versatile and multi-talented professional with over 13 years of experience across the Gulf region and India. Proven track record as a high-level **Driver (Manual LMV)** combined with expert capabilities in **Document Control, Office Administration, and Large-Scale Campus/Accommodation Supervision**. Adept at managing corporate fleet operations, executing zero-error digital archiving, handling HR/MOL compliance, and managing campus logistics. A sharp, fast learner with multilingual fluency (Arabic, English, Hindi, Urdu) and a flawless, accident-free driving record, dedicated to delivering elite results in high-pressure environments. Certified 100% physically fit with immediate availability to join.

PHYSICAL FITNESS & MEDICAL STATUS

- **Fitness Level:** Outstanding physical stamina and perfect health condition.
- **Medical History:** Zero medical issues, no chronic ailments, and no ongoing medical treatments.
- **Agility:** Excellent vision, sharp reflexes, and fully fit for long-distance driving and demanding shift duties.

PROFESSIONAL EXPERIENCE

Driver, Accommodation Supervisor, Admin & Document Controller **Feb 2018 – Present**
Al-Seal Contracting & Trading CO. WLL, Doha, Qatar

- **Elite Transport & Driving:** Safely operate Light Motor Vehicles (LMV) for corporate management, VIP clients, and staff deployment across major routes in Qatar with a clean driving record.
- **Campus & Facility Supervision:** Manage day-to-day operations, room allocations, and welfare logistics for a massive workforce campus, ensuring high discipline and smooth facility standards.
- **Administration & Compliance:** Directly coordinate with the Ministry of Labor (MOL) for camp compliance, safety audits, and public relation administrative tasks.
- **Document Control:** Maintain zero-error digital and physical filing systems, tracking transport logs, vehicle maintenance schedules, and personnel data entry.

Project Driver, Document Controller & Mechanical Foreman **Feb 2011 – Aug 2016**
Advanced Vision Electro Mechanical Co. (Saudi Binladin Group), KSA

- **Project Logistics & Driving:** Managed site-level transport coordination, ensuring timely mobilization of technical teams and mechanical equipment across major infrastructure sites.
- **Advanced Document Control:** Supervised technical documentation, material transmittals, and stock inventory records for the project office.
- **Technical Supervision:** Led plumbing technical teams and optimized stock issuance workflows with strict adherence to safety.

Local Driver, Computer Operator & Accounts Assistant

June 2008 – Dec 2010

IICE (Institute of Industrial Computer Education), Fatehpur, Sikar, Rajasthan

- Managed daily computer operations, maintained financial records, and handled administrative data entry.
- Provided essential logistical support and local driving for institute staff and management as required.

Teacher (Mathematics & Science)

4 Years Experience

Private Education Sector, Rajasthan, India

- Delivered educational sessions, managed classroom administration, and demonstrated strong professional communication skills.

KEY SKILLS & EXPERTISE

Driving & Logistics: Manual LMV Operations, Defensive Driving, Route Optimization, Vehicle Maintenance Tracking.

Campus & Admin: Campus/Accommodation Supervision, Workforce Management, HR Support, MOL Compliance, Fleet Administration.

Document Control: Digital & Physical Archiving, EDMS, Oracle Aconex, Data Entry Workflows.

Languages: Arabic (Fluent Spoken), English (Professional), Hindi & Urdu (Native).

EDUCATION & ACHIEVEMENTS

- **Oracle Aconex Learning Explorer Badge** – Issued by Oracle University (2026).
- **Industrial Account Analysis (IAA)** – Academy of Computer and Technology, Delhi (Certificate Holder).
- **MOL Safety Seminar** – Labor Safety Training Certification, Doha, Qatar.
- **Science & Technology District Competition** – District Topper (1st & 2nd Rank), Rajasthan.
- **Higher Secondary Education** – Board of Secondary Education, Rajasthan.

LICENSES & PERSONAL STATUS

Qatar Driving License: Valid Qatar Manual LMV (Valid until Oct 2030) – Clean Driving History.

Indian Driving License: Valid with extensive operational experience.

Visa Status: Transferable Visa with NOC / Valid QID.

Availability: Immediate Joining.

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