

# MOHAMED IRFAN

## PROFESSIONAL SUMMARY

Dedicated and experienced Driver cum Messenger with over 15 years of experience, including 11 years in Qatar. Skilled in safe driving, document handling, delivery coordination, and working with banks and government offices. Holds a valid Qatar manual driving license and Sri Lanka driving license. Strong knowledge of Doha routes and GPS navigation. Reliable, punctual, and ready to join immediately.

## WORK EXPERIENCE

### Purchaser cum Messenger

Black Onex Trading, Doha, Qatar

Jan 2023 – May 2025

- Handled purchasing of materials as per company requirements
- Coordinated with suppliers and ensured timely procurement
- Delivered and collected documents from banks, offices, and clients
- Managed all messenger duties efficiently and on time
- Ensured safe transportation of company items
- Used GPS and route planning to reduce time and cost
- Maintained records of purchases and documents
- Followed company policies and procedures

### Collection Coordinator & Driver

Elite Paper Recycling, Doha, Qatar

Jun 2017 – Jun 2022

- Started as a supervisor; promoted to Collection Coordinator based on performance.
- Managed daily operations, team supervision, and collection scheduling.
- Coordinated logistics and communication between drivers, clients, and management.
- Handled cash and cheque collections from clients and maintained accurate records.
- Ensured timely pickups, payments, and proper documentation.

### Salesman / Supervisor / Cashier

New Remedy (Al Rawnaq Co.), Doha, Qatar

Nov 2014 – May 2017

- Provided excellent customer service and sales support
- Handled billing, cash transactions, and daily balancing
- Managed stock and inventory control
- Supervised staff and ensured smooth store operations
- Prepared reports for management

## ACHIEVEMENTS

- Best Customer Dealer Award – 2015  
(Al Rawnaq co) New Remedy International Services
- School Prefect & Deputy Head Prefect
- Captain – School Cricket Team

I hereby declare the above-mentioned information correct up to my knowledge, and I bear the responsibility for the correctness of the above-mentioned particulars.

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Signature

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Date



## PERSONAL DETAILS



Doha, Qatar



+974 6684 5484



hafeezhafeez2015@gmail.com



07 January 1986



Married



Sri Lankan



Qatar Driving Licence (Manual)

## CORE SKILLS

- Purchasing & Vendor Coordination
- Messenger & Document Handling
- Bank & Government Office Work
- Route Planning & GPS Navigation
- Customer Service & Communication
- Time Management & Reliability
- Basic Vehicle Maintenance
- MS Office (Word, Excel, Email)

## EDUCATION

### G.C.E ORDINARY LEVEL - 2002

(Kuriwela Hameediya College - Matale)

### G.C.E ADVANCED LEVEL - 2005

(Kuriwela Hameediya College - Matale)

### DIP. IN COMPUTER APPLICATIONS

(Computer Science Centre - Matale)

## LANGUAGES

- Arabic – Good
- Hindi – Good
- English – Good
- Malayalam – Average
- Tamil – Fluent
- Sinhala – Good