

SHAMIR SHAIKH



Delivery Driver | Office Driver | Admin Assistant | Sales Counter Staff

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PROFESSIONAL SUMMARY

Reliable and customer-focused Delivery Driver and Administrative Support Professional with 10+ years of experience in logistics, transportation, office administration, and customer service across Qatar and the UAE. Skilled in multi-drop deliveries, route planning, document handling, clinic purchasing coordination, data scanning, sales counter operations, and maintaining accurate records. Proven ability to ensure timely deliveries, manage customer interactions professionally, and support day-to-day administrative operations efficiently. Holds valid UAE and Qatar Driving Licenses with strong knowledge of local routes, traffic regulations, and safe driving practices.

PROFESSIONAL EXPERIENCE

Office Driver cum Admin Assistant

Jan 2015 - Jan 2024

Carbone Clinic

Qatar / UAE

- Managed timely delivery and collection of medical documents, office files, clinic supplies, and materials across multiple locations.
- Assisted clinic administration with data scanning, document filing, and records management for smooth daily operations.
- Coordinated clinic purchasing activities and ensured timely procurement of office and medical supplies.
- Planned efficient delivery routes using GPS navigation systems to improve on-time performance and reduce fuel consumption.
- Maintained accurate delivery logs, invoices, and dispatch documentation with high attention to detail.
- Conducted regular vehicle inspections and ensured compliance with road safety and company regulations.
- Supported office staff with administrative tasks, courier handling, and operational coordination.
- Delivered excellent customer service while maintaining professionalism and confidentiality.

Delivery Driver cum Sales Counter Staff

Jan 2010 - Jan 2015

Subway & Cafe Italia

Dubai, UAE

- Delivered food and beverage orders efficiently while maintaining hygiene and quality standards.
- Managed customer orders, billing, and POS transactions at the sales counter.
- Ensured accurate order preparation, dispatch coordination, and timely deliveries.
- Handled cash transactions, invoice verification, and customer queries professionally.
- Maintained delivery records and coordinated with kitchen staff for smooth operations.
- Built positive customer relationships through excellent communication and service quality.

Order Processing & Dispatch Coordinator

Jan 2007 - Jan 2010

Biryani Express Catering Services

Dubai, UAE

- Coordinated dispatch operations and delivery schedules for catering orders across Dubai.
- Assisted drivers with route planning and delivery coordination for timely order fulfillment.
- Maintained records of deliveries, invoices, and customer dispatch details.
- Resolved delivery-related issues and ensured high customer satisfaction levels.
- Supported logistics operations and inventory movement during peak business periods.

EDUCATION

Bachelor of Commerce (B.Com)

Gujarat University, India

India

Higher Secondary Certificate

India

India

CORE COMPETENCIES

- Route Planning & GPS Navigation
- Multi-Drop Deliveries
- Office Driver Operations
- Administrative Assistance
- Data Scanning & Documentation
- Clinic Purchasing Coordination
- Customer Service & Communication
- Sales Counter Operations
- Cash Handling & POS Transactions
- Vehicle Maintenance & Safety Checks
- Logistics Coordination
- Delivery Documentation & Invoice Handling
- Time Management & Punctuality
- Problem Solving & Team Coordination

LICENSES & CERTIFICATIONS

- Qatar Driving License – Car
- UAE Driving License – Car & Bike
- Knowledge of Qatar & UAE Routes and Traffic Regulations

LANGUAGES

- English
- Hindi

ADDITIONAL DETAILS

- Visa Status: Employment Visa with NOC
- Date of Birth: 12 March 1980
- Available for Immediate Joining