

CURRICULAM VITAE

Puthan Valappil Umarudheen

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PUTHAN VALAPPIL UMARUDHEEN

-COMPANY MESSENGER-

KEY SKILLS AND CORE COMPETENCIES

- ☐ Securely delivers documents, written and verbal messages to the intended person.
- ☐ Plans the most efficient and expedient delivery route from place to place.
- ☐ Keeping the confidential documents, information and messages confidential and conveys it to the right person.
- ☐ Strong knowledge of Qatar roads, locations and offices such as Government offices, Health Centers, Hospitals etc.

PROFESSIONAL EXPERIENCE

Hamad Medical Corporation

Position – Messenger

June 1996 – Dec 2022

- ☐ Responsible for delivering documents to all health centers in Doha and other hospitals under Hamad Medical Corporation.
- ☐ Confirmation on the completion of documents required for the application of Health card.
- ☐ Collection of time sheets of staff's working under Health card section.
- ☐ Confirmation of availability of all materials required for the process of health card and related equipment's.
- ☐ Convey of messages to Qatari staff and keeping the messages confidential.

Qualification

SSLC – Secondary School Leaving Certificate

Personal Details

Linguistic Knowledge:	Arabic, Malayalam, Hindi, Tamil, English (Basic)
Nationality:	Indian
Marital Status:	Married
Driving License:	Light and Heavy Vehicle
Personal Vehicle:	Available