

SHAJIDUR RAHMAN

Career Summary

Experienced in both administration and finance. I'm great at making things run smoothly, managing money, and planning strategically. I handle compliance, lead teams, and solve problems. I also find ways to make things work better with technology. Committed to making the organization successful.

Work Experience

Mar 2022 - Present

Spectrum Solution-IT Outsourcing Company(Ooredoo Channel Partners),Doha-Qatar.

Delivery Agent

- *Deliver a wide variety of items to different addresses and through different routes.
- *Follow routes and time schedule.
- *Load, unload, prepare, inspect and operate a delivery vehicle.
- *Ask for feedback on provided services and resolve clients' complaints.
- *Collect payments.

Mar 2018 - Dec 2022

Al Faisal international Business & Security

Services,Doha-Qatar

Driver cum Documents Controller

- *Transport clients and/or packages to and from destinations.
- *Arrive at destinations on schedule.
- *Fulfill administrative needs, like office pickups.
- *Research and plan for traffic, construction and weather delays.
- *Use navigation applications to determine the best route.
- *Handling intake, scanning, verification, and strong documents.
- *Controlling the flow of documents in and out of the department.
- *Ensuring the secure destruction and disposal of sensitive documents.
- *Maintaining the security of confidential documents.

Driving License

Light Driving License

Personal Details

Nationality ; Bangladeshi

DOB ; 27-07-1996

Visa Status ; Work Visa(transferable)

Marital Status ; Single



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Sikkat Al Salah Street,Doha-Qatar

EDUCATION

Higher Secondary Certification

Sunshine Grammar School and College

2014-2016

EXPERTISE

Leadership

MS Word

MS Excel

Internet & E-Mail

Cprresponding

LANGUAGE

English

Hindi

Arabic(basic)

Bangla