



# MOHAMMED GULSAR

## EDUCATION

### HIGHER SECONDARY

GVHSS, Atholi  
2001-2003

## CONTACT

### Address

Doha, Qatar

### Phone

+974 31353770

### Email

mgulsar@gmail.com

### License Details

Qatar Driving License No: 28635601906

## LANGUAGE SKILL

English

Arabic

Hindi

Malayalam

## ABOUT ME

Answers phone calls, schedules meetings and supports visitors. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Completes operational requirements by scheduling and assigning administrative projects and expediting work results.

## WORK EXPERIENCE

2006-2009

### DRIVER

Private Limousine Company, Qatar

2010-2012

### DRIVER CUM SALEMAN

Green Tag, Kuwait

2013-2017

### PURCHASER CUM MESSENGER

K G Group, Qatar

- Lead the for effective management of store operation in receiving, inspection, storage, insurance & transfer of items as per company policy.
- To follow up overall inventory management.
- Taking physical inventory once a month to cross check with the monthly inventory report.
- Ensure intents are raised & proper documentation is completed on a time basis for requisition of items, Responsible for store keeping, documentation & record keeping.
- Rotate stock keeping and coordinate the disposal of surpluses.
- Coordinate the handling of freight, the movement of equipment and necessary minor repairs.

2017-2021

### SALEMAN

wholesale Garments, Calicut, Kerala

2022-CURRENT

### COLLECTION OFFICER

Saad Waste Management, Doha, Qatar

## SKILLS

Communication

Multi Tasking

Quick learner

Negotiation

I hereby declare that all the information furnished above is true to the best of my Knowledge and belief.

Date:

Place:

Yours Sincerely

Mohammed Gulsar