

MOHAMMED RAFI

Doha, Qatar

Mobile: +974 33236476

+918139838529

Email: pa.mohdrafi@gmail.com



To work in a challenging environment to utilize my skills and abilities to achieve the objectives as well as the mission of my firm and move upward in my career.

PERSONAL INFORMATION

Date of Birth : 10 MAY 1989
Nationality : Indian
Marital Status : Married
Passport No : U0389572
Visa Status : Work Visa
DL : Qatar Driving License Holder

WORK HISTORY

2013 – 2016

MEP DRAUGHTSMAN IN QATAR (4 YEARS)

- Depth study of architecture
 - Preparation of shop drawings
 - HVAC ducting supply & return ducts exhaust & fresh air ducts layouts
 - Mechanical plant rooms HVAC layout with section & details
 - Air duct, Chilled water & Fire damper installation detail
 - Supervising and Co-Ordination with site
 - Preparation and Maintaining drawing register
 - Preparation of As Built drawings after completion of the project
 - Preparation of work progress schedule on a daily basis.
 - Preparing related drawings for plumbing & drainage
 - Complete the work before designated period
 - Good communication with coordinator & engineers for the future movement
 - Submit / Report to the in charge
-

2019 – 2021

SALESMAN(3 YEARS)
NASSER ALHITHMI SUPERMARKET

- Deal with customer feedback enquiries complaints and reference
- Maintain friendly and professional customer interactions
- Maintaining good business relationships with existing clients
- Building relationship with new customers and distributors
- Maintain office inventory and routinely communicate with vendors

- Successfully managed all aspects of branch operations, including sales, customer service, financial management, and team leadership.
- Led a team of employees, providing clear direction, coaching, and performance feedback to drive productivity and achieve business goals

-

2010 – 2012

INTERNET CAFE ADMINISTRATOR
CYBER CAFÉ CHAVAKKAD

- Manage day-to-day operations of the cafe, ensuring smooth functioning.
- Maintain friendly and professional customer interactions
- Provide technical support to customers for computers and internet access.
- Maintain computer systems, install updates, and ensure security
- Monitor and regulate internet usage to prevent misuse.
- Handle payments, maintain transaction records, and manage schedule

EDUCATION

SSLC (Board of Public Examination , Govt. of Kerala)

Plus Two (Board of Higher Secondary Examination , Govt. of Kerala)

LANGUAGES

ENGLISH,
ARABIC (BASIC)
HINDI
TAMIL
MALAYALAM

SKILLS & TRAININGS

Auto cad, MS Office, Operating system installation and reinstallation plus basic trouble shooting.

INTERESTS

Playing Football, Travelling and knowing culture and the specialties of that place, listening to music.

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge.

MOHAMMED RAFI