

**ABDUL MAJEED E K**

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### **CAREER OBJECTIVE**

Looking for a challenging suitable position (**Driver ,Messenger or Clerical**) with a growing organization where I can discharge my education and experience.

### **Work EXPERIENCE**

#### **Currently Working**

**Gulf Decorex Trading Company Doha-** From 20-07-2022 till the present time  
**Designation: Driver**

#### **Previous Experience**

##### **1. Food Mart, Doha Qatar**

Designation : **Sales Man & Cashier.**

Duration : 15<sup>th</sup> March 2003 to 20<sup>th</sup> August 2007,

##### **2. Dolphin Energy -Oct2007 to Feb 2008-(Driver cum Messenger)**

##### **3. Chioda Technip Venture Gulf-Mar2008 to Feb 2009-(Driver cum Messenger)**

#### **Responsibilities:**

- Working as a link between the Staff and the Management.
- Executed front office and administration Jobs.
- Done other duties as needed.
- Pick up and Dropping staff on their location.
- Handling Various Documents
- Assisting Hardware Movement
- Checking Invoice, Petty Cash Handling

- Assisting Accounts Verification, Assisting Data Entry Operations
- Assisting Shipment of products, supply.....

**4. Qatar airways (Staff No: 34986) ,Operations-QAS Department.  
From Sep-2010 to May-2016  
Designation: Driver**

**Responsibilities**

- Bus Operations-QAS Department(Sep-2010 to Sep-2013)
- Airside Transport Services Driver for the period from Oct- 2013 to Sep-2014 with Bus Operations – QAS Department.
- Driver PAX Transportation for the period from Sep-2014 to Jan- Jan-2016 with Bus Operations – QAS Department .
- VIP Driver for the period 01-Feb 2016 to 01-May-2016 with Bus Operations- QAS Department .

**5. Stark Motors – Doha Qatar –From Aug -2016 to Dec -2020**

**Designation: Driver cum Messenger**

**Responsibilities:**

- Working as a link between the Staff and the Management.
- Executed front office and administration Jobs.
- Done other duties as needed.
- Pick up and Dropping staff on their location.
- Handling Various Documents
- Assisting Hardware Movement
- Checking Invoice, Petty Cash Handling
- Assisting Accounts Verification, Assisting Data Entry Operations
- Assisting Shipment of products, supply.....

**6. RGPS (For Al Muhtharif Cleaning Company ) –From 20-05-2021 to 30-05-2022**

**Designation: Driver Cum Cleaning Supervisor**

**EDUCATIONAL QUALIFICATION**

- S S L C (Govt of Kerala)
- Pre Degree, Commerce (Calicut University)
- Certificate in Data Entry Console Operation (L B S Kerala)
- Typewriting English & Arabic (K G C E )
- Certificate in Electrical Wiring (Community Polytechnic)

### **DRIVING LICENCE**

Qatar : 27535603878  
India : Light motor vehicle license.

### **PERSONAL PROFILE.**

Nationality : Indian  
Marital Status : Married  
Date of birth : 03-Mar, 1975  
Language Known : English, Hindi, Arabic, Malayalam  
(All reading, Writing and speaking)  
Passport No : L8349861  
Place of issue : Qatar  
**Visa Status : Company (Transferable)**

### **DECLARATION**

I hereby declare that the above information are true and correct to the best of my knowledge.

Place: Doha-Qatar  
Abdul Majeed E K.  
Date : 28-11-2023